

## CHECKLIST FOR ENROLLMENT OF STUDENTS K-12

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate bounded school.

### PROOF OF RESIDENT (Domicile)

**TWO current pieces of evidence from the following sources in the name of the parent/guardian registering the child:**

- Current telephone or electric bill in the name of the parent registering the child.
- Rent receipt with the name of lessor and contact information/mortgage statement.
- Lease agreement with name of lessor and contact information.
- Mortgage commitment.
- Home Purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing date.

**AND**

### One of the Following:

- Automobile Insurance.
- Current Florida Driver's License/Florida Identification Card.
- Cellular telephone bill.
- Credit card statement.
- Bank account statement.
- United States Postal Service confirmation of address change request or evidence of correspondence delivered through U.S. Postal Service.
- Declaration of Domicile form from the County Records Department.

**When parent/guardian resides with someone else who resides in the school's boundary area, the parent/guardian must submit all of the following:**

- Notarized Statement of Bona Fide Residence signed by parent/guardian and owner or lessee with whom the parent/guardian is residing.
- Any proof of residency from the first list above in the name of owner or lessee signing the Statement of Bona Fide Residence form.
- Parent must then submit either a Florida Driver's License, Florida Identification Card or Voter's Registration card with their name and the address of the owner or lessee within 30 days.

### Evidence of Proper Age

- Official birth certificate.

**If such certificate is not available, the following forms of evidence are acceptable:**

- A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.
- Insurance policy on the child's life which has been in force at least two years.
- A passport or certificate of arrival in the U.S. showing the age of the child.
- Official school records that provide evidence that the child has attended school for four years.

### **Evidence of Medical Examination**

- \_\_\_\_\_ Within 30 days students grades K-12 and entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose of becoming a Clay County Public School student.
- \_\_\_\_\_ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.
- \_\_\_\_\_ Medical Treatment Form, if needed.

### **Evidence of Immunization**

- \_\_\_\_\_ Florida Certificate of Immunization (Form HD680)
- \_\_\_\_\_ Religious exemption (Form 681), a temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680, Part C).

### **Evidence of Custody/Guardianship**

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

- \_\_\_\_\_ The individual registering the child must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court.
- \_\_\_\_\_ If the student lives in a residence licensed by the Department of children and Families, the student may be enrolled in the school that serves that licensed residence.
- \_\_\_\_\_ A bon afide In-Loco-Parentis relationship must be established. School Board Policy 4.08.

### **Emergency Information**

- \_\_\_\_\_ Registration emergency card (Note: Only parents/guardians signing registration form can change registration/emergency information).

### **School Records (If any)**

- \_\_\_\_\_ Latest report card and/or transcript needed for appropriate grade placement.

**For further information, please contact the Registrar's Office at your boundaried school.**