



WHAT SHOULD I BRING TO REGISTER A STUDENT IN SCHOOL?

(Appendix 1)

CALL THE SCHOOL FOR A REGISTRATION APPOINTMENT.
Students entering kindergarten must be five (5) years old on or before September 1st.

A parent, guardian, or caregiver **must** accompany a student and/or unaccompanied youth under eighteen (18) years of age to register at a school. Florida law requires the following:

- 1. Written proof of current residence address** (e.g. recent utility bill, water, electric, mortgage or lease agreement) **(A DRIVER'S LICENSE IS NOT AN ACCEPTABLE PROOF OF RESIDENCY)**
PARENTS OF STUDENTS LACKING A PERMANENT OR REGULAR HOME ARE ASKED TO COMPLETE AN AFFIDAVIT OF RESIDENCY FORM (APPENDIX 17) WHEN THEY REGISTER AT THE SCHOOL.
- 2. Proof of date of birth - need one of the following:**
 - Certified copy of birth certificate
 - Baptismal certificate showing date of birth and place of baptism, with parent's sworn affidavit
 - Insurance policy on child which has been in force at least two (2) years
 - Bible record of child's birth with parent's sworn affidavit
 - Passport or certificate of arrival in U.S.
 - School record, at least four (4) years prior, showing date of birth
 - Parent's sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age
- 3. Florida Certificate of Immunization (Form DH 680)*** Required for enrollment.
[Immunizations that are required prior to entry into any Florida school \(English\)](#)
[Immunizations that are required prior to entry into any Florida school \(Spanish\)](#)

*Students enrolling from out-of-state/country are required to make an appointment at a Florida County Health Department to obtain a Florida Certificate of Immunization Form (DH 680)

COUNTY HEALTH DEPARTMENTS

DOH - Charlotte County
1100 Loveland Blvd
Port Charlotte, FL 33980
941-624-7200
Appointments **REQUIRED**

DOH – Sarasota County
6950 Outreach Way
North Port, FL 34287
941-861-3864 - Immunizations
Appointments Preferred – Walk-ins accepted

- 4. Health Examination (Physical)** performed within the previous twelve (12) months of initial Florida school-entry, signed and dated by a licensed health professional - Required for enrollment.
[Florida School Entry Health Exam Form](#)
- 5. You should also bring:**
 - Name and address of previous school(s) attended.
 - Any available information from previous school(s) such as report cards, transcripts or student participation in special programs.
 - Proof of Custody. If a single parent is separated, divorced, or if other custodial situation exists, a copy of legal residential custody document will be requested.
 - If student is residing with a caregiver that does not have legal custody or student is abandoned by custodial parent, the Caregiver's Authorization Affidavit (Appendix 18) will be requested.