REGISTRATION CHECKLIST

(Appendix 2)

CHILD'S NAME: _____

Last First Middle

The parent, legal guardian, or caregiver must be present to register the student.

If none of the documentation can be provided, ENROLLMENT SHOULD **NOT** BE DELAYED, ESPECIALLY FOR CHILDREN OF MANDATORY ATTENDANCE AGE.

☐ **1. DATE OF BIRTH (CIRCLE ONE OF THE FOLLOWING)**

a. Legal Birth Certificate-duly attested transcript filed according to law
b. Certificate of Baptism showing date and place of baptism with sworn affidavit by parent
c. Insurance Policy on child's life (past two years)
d. Bible record (bona fide contemporary) with sworn affidavit by parent
e. Passport or certificate of arrival in U.S. (showing age of child) *(Photocopying a passport is prohibited)*
f. Transcript or record of age shown in child's school record of last four years prior to application, stating date of birth
g. If no other evidence can be produced, an Affidavit of Age sworn by parent accompanied by certificate of age signed by public health official (with raised seal).

☐ **2. IMMUNIZATIONS (IF FAX, COPY DOCUMENTS FOR FILE) (NEED ALL)**

Information to be given to Nurse

☐ **3. HEALTH EXAMINATION (GOLD FORM)**

☐ **4. CHARLOTTE COUNTY RESIDENCY (CIRCLE *ONE* OF THE FOLLOWING)**

(Examples of Proof = **Driver's license is not acceptable proof).**

a. Home ownership in Charlotte County or current receipt or lease agreement showing Charlotte County address
b. Vehicle registration with Charlotte County home address
c. Voter registration in Charlotte County
d. Manifestation of Domicile in Charlotte County
e. Electric, telephone or water bill with Charlotte County home address
f. Student Residency Questionnaire (Appendix 17) Applies only to students without a permanent/regular residence. ***Please fax a copy of form to HMLS Education Project @ the Families First Office – (941) 255-7483.**

☐ **5. REGISTRATION CARD (Appendix 4)** **SOCIAL SECURITY # (OPTIONAL) IF PROVIDED** _____

☐ **6. STUDENT EMERGENCY/HEALTH INFORMATION (Appendices 9 & 10)**

☐ **7. REFERRAL/SPECIAL PLACEMENT DOCUMENTATION** (e.g. Exceptional Student Education Classes, 504, ELL (ESOL)

- Send copy to appropriate department.

☐ **8. PARENT/GUARDIAN CONSENT FORM (Appendix 11)**

- Bus Agreement, Photograph, Screenings, Off Campus School Activity

☐ **9. GUARDIANSHIP/CUSTODY/CAREGIVER PAPERS, IF APPLICABLE (Court papers or Appendices 13 & 14 or 18)**

☐ **10. STUDENT RECORDS REQUEST FORM (Appendix 12)**

☐ **11. EARLY CHILDHOOD PROGRAMS/PRE-K ESE (Check if applicable)**

☐ **Early Headstart**
☐ **Headstart**
☐ **PreK/ESE**

☐ **12. SCHOOL REGISTRATION DISCLOSURE FORM (Appendix 5)**

COMPLETED BY: _____ **DATE:** _____