

CHECKLIST FOR ENROLLMENT OF STUDENTS

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information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school.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.

Evidence of Proper Age

- _____ Official birth certificate.

Photo Identification of Parent/Guardian together with any documentation regarding Custody if applicable.

Evidence of Medical Examination

- _____ Students 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) this can be obtained from a Florida physician or the Clay County Health Dept located @ 3229 Bear Run Blvd., 904-272-3177.

_____ **School Records** (latest report card and/or transcript needed for appropriate grade placement).

_____ **Complete Registration Packet**