



## **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 A STUDENT RESIDENCY QUESTIONNAIRE (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. Proof of immunization** – All students enrolled in the school district of Charlotte County shall be required to present a certificate of immunization for those communicable diseases for which immunization is required by the Florida Department of Health.

**Charlotte County Public Health Unit**

**Port Charlotte Address:**

1100 Loveland Blvd.  
Port Charlotte, FL 33980  
(941) 624-7200

**4. Physical exam within the previous twelve (12) months signed and dated by a physician.**

**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.
- Student's Social Security Number (optional) - bring card with you (it will become student's state identification number or a student I.D. number will be assigned). The local identification is permanent through the student data base.
- 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.