



## **REGISTRATION CHECKLIST**

(Appendix 2)

**CHILD'S NAME:** \_\_\_\_\_  
Last First Middle

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

- ☐ 1. **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.**
- ☐ 2. **PROOF OF 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).
- ☐ 3. **FLORIDA CERTIFICATE OF IMMUNIZATION / FORM 680 (\*Required document before enrollment)**  
Information to be given to Nurse
- ☐ 4. **HEALTH EXAMINATION FORM (physical) within the previous twelve (12) months signed and dated by a physician (Required document before enrollment)**
- ☐ 5. **REGISTRATION CARD (Appendix 4)**
- ☐ 6. **STUDENT EMERGENCY/HEALTH INFORMATION (Appendix 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:** \_\_\_\_\_