

# REGISTRATION REQUIREMENTS

## DOCUMENTS CHECKLIST

You **MUST** have **ALL** required documents with you when you visit the registration location in order to successfully complete the enrollment process.

**PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION**

Parent/legal guardian who registers a student must present valid photo ID at time of registration

**OFFICIAL BIRTH CERTIFICATE OR PASSPORT\***

Student must be five (5) years old on or before September 1<sup>st</sup>

Birth certificate must have official seal from state/country where it was issued

\* Parents who provide a *passport* for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person enrolling the child must present, at the time of enrollment, an affidavit sworn to by the parent, that he/she is the parent, legal guardian, or otherwise as defined by the statute above.

**PHYSICAL EXAMINATION**

The date of the physical exam must have been completed in the U.S. within 12 months

**FLORIDA IMMUNIZATION FORM**

Completed by a Florida physician (DH 680 Form)

For information, contact the Collier County Health Department

Naples – 3339 E. Tamiami Trail, Government Complex (Building H) – (239) 252-8595

Immokalee – 419 N. 1<sup>st</sup> St. – (239) 252-7300

**SOCIAL SECURITY CARD** (If available)

**PROOF OF ADDRESS**

Provide **ONE** of the following:

- Current Collier County Homestead Exemption Card (considered family's primary residence)
- Current Collier County Property Tax Notice (may require additional verification)
- Home Purchase Contract in Collier County, specified closing date - A copy of the deed to be provided within 30 days of closing date
- Copy of a Collier County Manifestation of Domicile filed by the parent
- A current rental or lease agreement

**AND TWO** of the following:

- Current Florida driver's license or Florida Identification Card
- Automobile insurance (last two statements)
- Current electric billing statement, water bill, cable bill or landline phone bill (last two statements)

**\*\*NOTE\*\*** New residents must provide confirmation of set up of services for 2 utilities with name and address. Two (2) months of bills must be submitted to the school within 30 days).

**PROOF OF CUSTODY** (If applicable)

Proof of custody is required if child is not living with both natural parents

**OFFICIAL TRANSCRIPT FROM PREVIOUS SCHOOL** (If applicable)

This is mandatory for high school students only

**WITHDRAW FORM OR LAST REPORT CARD FROM PREVIOUS SCHOOL** (If applicable)

This requirement is for elementary and middle school students transferring from another school

**COPY OF IEP/504 PLAN** (If applicable)

Copy of Individual Education Plan (IEP) if your child is in an Exceptional Student Education Program (ESE) or has a Section 504 Plan

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.