



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information in an effort to enroll a student in a school to which they student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate school.

PROOF OF RESIDENCY (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 the name and contact information of the lease holder. If submitting a lease agreement all students being enrolled must be listed on the lease.
- Mortgage commitment
- Home Purchase contract including specified closing date, with a copy of the deed to be provided within 60 days of closing.

AND

ONE of the following which must be dated within the past 30 days:

- Automobile Insurance
- Cellular telephone bill
- Credit card statement
- Bank account statement
- Declaration of Domicile form from the County Records Department and Joint Residency

AND

PROOF OF IDENTITY

- Current Florida Driver's License/Florida Identification Card with valid address from above.

Evidence of Proper Age

- Official birth certificate

Custody paperwork, if applicable.

Evidence of Medical Examination

Students entering a Florida school for the first time, must present evidence of a medical examination performed within 12 months prior to their initial enrollment, or the day the 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 super vision for their child.

Medical Treatment Form, if applicable.

Evidence of Immunization

- Florida Certificate of Immunization (Form HD680)

School Records (If any)

- Latest report card and/or transcript needed for appropriate grade placement.