

# REGISTRATION REQUIREMENTS

## DOCUMENTS CHECKLIST

You **MUST** have **ALL** required documents with you when you visit the registration location in order to successfully complete the registration 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\*)**

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

KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1<sup>st</sup>

\*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 registering the child must present, at the time of registration, 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 of the child's first day of school in Collier County

**FLORIDA IMMUNIZATION FORM**

Immunization Record must be on a Florida Form (DH 680 Form)

Contact the Collier County Health Dept for information about transferring current record to FL form:

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 (1)** 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 (2)** 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)\*

\*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

NOTE: When living with someone else, please contact Student Relations for further clarification: (239) 377-0547

**PROOF OF CUSTODY** (If applicable)

Court documentation is required if parental names/legal custody differs from the birth certificate

**REPORT CARD/RECORDS FROM PREVIOUS SCHOOL**

- **HIGH SCHOOL** (09-12) – official transcript from previous school (official/sealed preferred)
- **MIDDLE SCHOOL** (06-08) – official transcript from previous school (official/sealed preferred)
- **ELEMENTARY SCHOOL** (KG-05) – final/last report card and/or a copy of withdrawal form
- **1<sup>ST</sup> GRADE PLACEMENT** – Florida Statute 1003.21 requires proof of satisfactory completion of KG

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

Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of 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.