



Monroe County Public Schools

School Enrollment Information

Registration Checklist

Student Verification

- Official Birth Certificate
- Current Passport

*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.

Proof of Residence

- Two current proofs of residence from the registering parent/guardian; one from Column A and one from Column B.

COLUMN A	COLUMN B
<ul style="list-style-type: none"> • Deed • Property Tax Bill • Mortgage Statement • Notarized Lease Agreement • Home Purchase Contract • Homestead Exemption Card 	<ul style="list-style-type: none"> • Florida Driver's License or ID Card • Utility Bill • Cellular or Telephone Bill • Homeowners Association • Verification of Tenancy Letter • Automobile Insurance or Registration • Two Consecutive Bank Statements • Credit Card Statement • U.S. Postal Service confirmation of address change • Declaration of Docile Form from the County Records Department

Proof of Immunization

- Current DH680 State of Florida Immunization Form (transcribed by a health professional)
- Students may attend school without Florida Certificate of Immunization if they have one of the following exemptions:
 - Religious exemption (Form DH 681)
 - Temporary exemption (Form DH 680, Part B)
 - Medical exemption (Form DH 680, Part C)

Proof of Medical Examination

- Submit a Florida Medical Examination (Form DH 3040) performed within the twelve months prior to the initial enrollment.

Verification of Academic History

- Transcripts and/or last report card (needed for appropriate grade level placement)

Verification of Special Education Information (if applicable)

- Current IEP or Current 504 Plan

Social Security Number (Voluntary)

- Social Security number, if available. The district shall request each student enrolling in school provide his or her social security number as required by FL Statute 1008.386. Parent disclosure of their child's social security number is voluntary.