



REGISTRATION CHECKLIST

(Appendix 2)

CHILD'S NAME: _____
Last First Middle

The parent, legal guardian, or caregiver must be present to register the student.

If none of the documentation can be provided, **ENROLLMENT SHOULD NOT BE DELAYED, ESPECIALLY FOR CHILDREN OF MANDATORY ATTENDANCE AGE.**

☐ **1. 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).

☐ **2. IMMUNIZATIONS (IF FAX, COPY DOCUMENTS FOR FILE) (NEED ALL)**

Information to be given to Nurse

☐ **3. HEALTH EXAMINATION (GOLD FORM)**

☐ **4. 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.**

☐ **5. REGISTRATION CARD (Appendix 4) SOCIAL SECURITY # (OPTIONAL) IF PROVIDED _____**

☐ **6. STUDENT EMERGENCY/HEALTH INFORMATION (Appendices 9 & 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: _____