

Quick Glance for School Registration SY 16
Policy 5.011 and Policy 5.06

Positive customer service should be the number one priority of staff members who are registering all students. Parents are our customers and first impressions are lasting ones.

- **ALL** school personnel who register students are required to view the Registration Training Video.
- All documents required during the registration process have been translated into Spanish, Haitian Creole and Portuguese.
- Language assistance must be provided if needed during the registration process.
- Article IX of the Constitution of the State of Florida provides for a uniform, efficient, safe, secure, and high quality system of free public schools, for all children residing within its borders. Schools **are prohibited** from inquiring about a student's immigration status for any reason, including registration.
- School personnel are strictly **PROHIBITED** from requesting or requiring documentation of the immigration status of students and families.
- Upon initial enrollment in a school, a student or parent must produce two current documents reflecting the correct residential street address such as home telephone or cellular telephone bill, electric bill, rent receipt, or driver's license.
- School enrollment **MUST NOT** be denied to families who are and will be unable to provide two documents of proof of address (as listed above) due to extenuating or hardship circumstances such as homelessness, loss of records, etc. in this case, form PBSO 1866, must be completed.
- All extenuating or hardship circumstances shall be reviewed by the principal/designee. Regardless of circumstances students **shall be admitted to school immediately**. The student shall remain in the school while the student's address is verified.
- Entering Kindergarten students must have reached the age of five **on or before September 1st** of the year they enroll.
- Registration forms **MUST** be completed in full including Emergency Contact Information.
- Students, grade K-12 entering a Florida school for the first time, and students enrolling in Pre-K, Kindergarten, and Grade 7, must present evidence of a medical examination performed within twelve months prior to their initial enrollment. **Parents may have up to thirty (30) days to present the certification of physical**. Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.
- Evidence of Immunization-Florida Certificate of Immunization (Form DH 680) is required of all students enrolling for the first time in Florida or in grades Pre-K, Kindergarten, and Grade 7.
- Exemptions for Immunization information should be provided and accepted when criteria is met.
- The latest report card and/or transcript is helpful for proper grade placement but is **NOT required**.

Student Residence Enrollment Requirements

Policy 5.011

1. Purpose

The purpose of this Policy is to facilitate registration of students and to ensure that students register in the assigned school based upon their primary residence, address overcrowding, and prohibit barriers to registration for families who may lack certain documentation based upon their extenuating circumstances or hardship.

2. Definitions

- a. Residence and/or address shall mean the home location where the student and a parent (if applicable) are primarily living. Residence does not refer to citizenship or a proof of residence that would require a permanent resident card (green card) or any immigration documentation. Primary residence and/or address means the home in which the student and a parent (if applicable) lives most of the time.
- b. "Parent" is defined as either or both biological or adoptive parent(s) of the student, the student's legal guardian, a person in a parental relationship to the student, or a person exercising supervisory authority over the student in place of the parent, pursuant to Fla. Stat. § 1000.21(5).

3. School Assignments

- a. School boundaries are based upon a student's address as defined above and as stated in School Board Policy 5.01. A student must attend the school in his/her school attendance boundary unless otherwise formally approved for a different school. Students may also choose to attend virtual school in accordance with Florida law.
- b. Examples of times a student is formally approved to attend a different school include acceptance to a choice program, NCLB transfer, McKay Scholarship transfer, IEP or EP placements, voluntary reassignments and involuntary reassignments as authorized by law or another School Board policy.
- c. The school selection, enrollment and placement of students experiencing homelessness and unaccompanied youth are governed by the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and School Board Policy 5.74. Policy 5.74 shall be referred to when enrolling students experiencing homelessness, unaccompanied youth and students awaiting placement in foster care.
- d. Parents are required to immediately notify the school in writing of a student's change in address.
- e. Students who have provided a change of address to the school may apply for reassignment through the end of the trimester, quarter, semester or school year and are subject to the conditions within School Board Policy 5.015.

4. Procedure for Language Barriers

- a. Schools must meet the language needs of parents at all relevant stages of the registration process in a timely manner to ensure meaningful access to their students' educational opportunities. For this purpose, schools will use: school based bilingual personnel; centralized translation and interpretation services in Spanish, Haitian Creole, Portuguese, Q'anjob'al, and Mam; and/or telephone interpretation services for less frequently spoken languages. The registration process may not be delayed due to the need for translation.
- b. A student is considered to be an English language learner (ELL) as soon as the parent has checked "yes" to one or more questions on the home language survey. The registrar must give the registration form to the school's English for Speakers of Other Languages (ESOL) personnel. The school then has 20 days to administer the appropriate English language proficiency assessment to determine ESOL program eligibility.
- c. Under no circumstances may a student's enrollment be delayed due to a language barrier.

5. Proof of Address Requirements

- a. Consistent with Federal law, school personnel are strictly prohibited from requesting or requiring documentation of the immigration status of students and families.
- b. Under no circumstances will students who are suspected of or experiencing homelessness be delayed enrollment or withdrawn due to lack of appropriate enrollment documentation, including proof of address.
- c. Upon initial enrollment in a school, a student or parent must produce two current documents reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows:
 - i. home telephone or cellular telephone bill;
 - ii. electric bill;
 - iii. rent receipt with the name of the tenant and landlord and contact information for all parties;
 - iv. lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
 - v. mortgage;

- vi. home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
 - vii. State of Florida driver's license;
 - viii. State of Florida identification card;
 - ix. automobile insurance policy;
 - x. credit card statement;
 - xi. United States Postal Service confirmation of address change;
 - xii. evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
 - xiii. Declaration of Domicile form from the County Records Department.
- d. Parents shall also complete a returning registration form (PBSD 0636) annually. This form shall be verified under penalties of perjury pursuant to Fla. Stat. § 92.525.
 - e. Where applicable, Affidavit of Person Acting as Parent and Affidavit of Residence forms must be submitted annually.
- 6. Extenuating Circumstances or Hardship**
- a. School enrollment must not be denied to families who are and will be unable to provide two documents of proof of address due to extenuating or hardship circumstances. In such cases where the family is unable to provide two documents of proof, an Affidavit of Residence Form ([PBSD 1866](#)) shall be completed by the parent.
 - b. Extenuating or hardship circumstances may include:
 - i. destruction or loss of records caused by fire, flood, hurricane, or other act of nature;
 - ii. student or parent born outside the United States;
 - iii. students experiencing homelessness;
 - iv. families in transition from one home to another and temporarily living with someone else as they search for a new residence; or
 - v. other good cause.
 - c. All extenuating or hardship circumstances shall be reviewed by the principal/designee and students shall be admitted to school immediately.
 - d. Once the student is enrolled in the school, the principal/designee shall notify the Area Office. The Area Office shall refer the family to the Student Intervention Services Department, the Planning and Real Estate Department, or the Multicultural Department for appropriate follow up.
 - e. The student shall remain in the school while the student's address is verified.
 - f. Should the District determine the student's address does not fall within the school boundaries, notification will be provided to the parents, and the parent may appeal the determination as described below.
- 7. Divorced or Separated Parents**
- a. In situations where the student's parents do not live together, the student shall attend the school in the attendance boundary where the student lives the majority of the time. If the student equally divides time between the parents, the parents or a court order shall indicate the residence to determine the student's school attendance boundary.
 - b. Court orders may be referred to in an effort to determine where a child is living. However, a court order is not determinative of a student's actual residence. The School Board recognizes that parents may amicably make alternative living arrangements for their children that do not comply with a court order. Under no circumstances may a school require parents to obtain a court order reflecting accurate living arrangements.
 - c. Under no circumstances will the School District enroll a student in more than one school or serve as a mediator to the parents.
- 8. Person Acting as Parent**
- a. Where a student is not living with a biological or adoptive parent, a person acting as parent must complete [PBSD Form 1543](#) (Person Acting as Parent Form).
 - b. The student must actually live the majority of the time with the person acting as parent to be assigned to the school within the attendance boundary of this individual's residence.
 - c. This provision is not intended to permit students to live with a friend or family member for the purpose of securing enrollment at a particular school. Rather, this provision recognizes that extenuating circumstances may arise whereby a parent is unable to have their child remain in the home. Accordingly, a parent or person acting as parent has the burden of demonstrating the extenuating circumstances.
 - d. In situations where a natural parent or guardian is unavailable to provide a written notarized statement as required by PBSD Form 1543, the requirement for such statement must be waived. Examples include parents who have abandoned their child, are incarcerated, or are living in a foreign country.
 - e. Should the principal/designee disagree with the stated extenuating circumstance, the parent shall be referred to the Area Superintendent to make a final determination.
- 9. Enrollment, School Selection and Assignment of Students in Extra-Curricular Training Academies**
- a. The enrollment, school selection, and assignment of students residing in an extra-curricular training academy and not otherwise governed by Fla. Stat. § 1003.57(2) (a), shall be

assigned to a school based upon the student's primary address or via an administrative reassignment as set forth in Policy 5.015.

- b. Upon enrollment, the parent as well as the person acting as parent shall complete [Form 2416](#) (Person Acting as Parent - Extra-Curricular Training Academy Form).
- c. The extra-curricular training academy shall be responsible for providing all student transportation.
- d. Eligibility of students residing at an extra-curricular training academy to participate in athletics at the assigned school shall be subject to clearance by the Florida High School Athletic Association.

10. Invalid Information

- a. Obtaining a temporary address within a particular school attendance boundary for the purpose of attending such school shall not be considered valid residency, unless the student actually resides at that address for the majority of the time.
- b. The School District maintains an "Anonymous Address Fraud Tip Line" (561-434-TIPS) to permit the anonymous reporting of families living outside of the attendance zone. All tips will be investigated and parents may be asked to produce the additional documents listed below.
- c. The School District may investigate situations where there is a reasonable suspicion that the student is not residing within the attendance zone. Such a reasonable suspicion may be prompted by returned mail, unique feeder pattern based upon previous school attendance or sibling school attendance, search of property appraiser records, or other information. Reasonable suspicion shall not be based on actual or perceived race, color, religion, national origin, or immigration status.

11. Incorrect School Boundaries

- a. If it is determined that an enrolled student does not live within the school's attendance boundaries, the principal/designee shall notify the parent in writing in the language spoken by the parent of the determination. This letter shall include information on what school the child may enroll at, the withdrawal date, and notification regarding an appeal.
- b. In determining the withdrawal date, the principal/designee shall consider the academic calendar and make such transfers only at the beginning of a semester, trimester or quarter. However, where a student initially enrolls at the incorrect school, the principal/designee may act within 30 calendar days of the initial enrollment in the school or at the end of the grading period (whichever is sooner) to withdraw the student in accordance with this policy.
- c. Nothing within this policy is intended to prevent a parent from withdrawing from the incorrect school and enrolling at the correct school at any time during the school year.

12. Additional Documentation

- a. If the parent disagrees with an initial determination made by the principal/designee that their student does not live within the school's attendance boundaries, the parent must provide the school with the following additional documents within 10 calendar days to prove their address:
 - i. An Affidavit of Residence (PBSD Form 1866); and
 - ii. Two of the following ORIGINAL documents [with a parent or legal guardian's name and residential street address]:
 - A. current Florida State Driver's License (if copied by school, license number shall be blacked out); or
 - B. current Florida ID Card; or
 - C. current or expired Passport (passport will not be copied) or consulate issued photo ID; or
 - D. other valid photo ID, if none of the aforementioned is available; or
 - E. current, valid vehicle registration; or
 - F. current credit card statement (with financial information and account number redacted) issued within 35 days; or
 - G. current bank statement (with financial information and account number redacted) issued within 35 days; or
 - H. current Florida voter registration card; or
 - I. current utility, FPL, water or phone bill; or
 - J. current Palm Beach County property tax bill of primary residence and property address, indicating homestead exemption; or
 - K. current residential rental or lease agreement with parent or legal guardian's name and address as well as the manager or owner's name and telephone number and record of last 2 payments (cancelled checks); or
 - L. current homeowners/renters insurance policy; or
 - M. current Declaration of Domicile (notarized and recorded); or
 - N. copies of current rent receipts or carbon copies of money orders made out to the landlord.
- b. The principal/designee shall review the additional documentation within one week and notify the parent of whether the documentation provided was acceptable to determine that the student was properly enrolled.

- c. If the principal/designee determines that the student is attending the incorrect school, this must be shared in writing with the parent. At this time, all appeal information must be shared in the language spoken by the parent. Schools shall contact the Department of Multicultural Education for an interpreter if needed. The Department of Multicultural Education shall also assist parents who are unable to complete the written appeal due to a language barrier.
 - d. During this time period, the student shall remain at the current school.
- 13. Appeal**
- a. Parents shall have 10 calendar days from the date of the notification letter to file an appeal with the school where the student is currently enrolled.
 - b. Appeals shall be heard by a designee of the Superintendent.
 - c. Parents shall be provided with written notification of the time, date, and location of the appeal meeting. Parents will also be advised of the availability of translation and interpretation services to prepare for and attend the appeal meeting. This notification shall outline the following procedures:
 - i. The parent or representative shall be provided with 10 minutes to present the basis of their appeal, their argument, and any additional information. Additional time may be given at the discretion of the Superintendent's designee.
 - ii. At the conclusion of the presentation, District staff will have the opportunity to ask questions and receive answers.
 - iii. School and District staff may then have 10 minutes to make their presentation. Additional time may be given at the discretion of the Superintendent's designee.
 - iv. Within 10 calendar days, the Superintendent's designee shall issue a written notification of the decision. If the decision is for the student to change schools, the effective date as well as the name, address and contact person of the receiving school shall be included in the notification letter. The notification shall be sent to the parent or guardian in the language they speak.
 - v. The decision of the Superintendent's designee shall be binding.
- 14. Emancipated Students**
- a. Emancipated students as defined in School Board Policy 5.072 shall be offered the same rights listed above for parent or legal guardian.
 - b. Emancipated minors are not required to live in a residence with an adult authority as a condition of admission to school.
- 15. Forms**
- a. All PBSB forms referenced within this policy are incorporated herein by reference as part of this policy and may be found on the School District's [forms website](#).
 - b. The School District shall provide notary services at no cost to parents for all required forms if needed. No parent shall be required to pay the School District for notary services as a condition of school enrollment.
- 16. Training**
- Employees responsible for implementing this policy shall complete training for compliance with the content and processes within this policy.

Health Examinations and Immunizations Policy 5.06

A. Health Examinations.

- 1. Each child who is entitled to admittance to:
 - a. Prekindergarten;
 - b. Kindergarten;
 - c. Grade Seven;
 - d. Any other initial entrance shall present a certificate or certification of a school health examination performed within one (1) year prior to enrollment in school.
- 2. Upon entry a student may have up to thirty (30) school days to present a certificate or certification of school health examination.
- 3. The District shall include provisions in its school health services plan to assist students in obtaining the health examinations.
- 4. Any child shall be exempt from the requirements of a health examination upon written request of the parent or guardian of such child stating objections to such examination on religious grounds.
- 5. Any child entering Palm Beach County schools will have a tuberculin ("T.B.") test as part of the physical examination.

B. Immunizations.

1. Prior to admittance, each child shall present or have on file with the District a Certification of Immunization for the prevention of those communicable diseases for which immunization is required by the Florida Department of Health.
2. Such certification shall be made on forms approved and provided by the Florida Department of Health. Such forms shall become a part of each student's permanent record, to be transferred when the student transfers, is promoted, or changes schools.
3. The immunization provisions of this section shall not apply if:
 - a. Religious exemption. The parent or guardian of the child objects in writing that the administration of immunizing agents conflicts with his or her religious tenets or practices.
 - b. Permanent medical exemption. A physician licensed under the provisions of chapter 458 or chapter 459 certifies in writing, on a form approved and provided by the Florida Department of Health, that the child should be permanently exempt from the required immunization for medical reasons stated in writing, based upon valid clinical reasoning or evidence, demonstrating the need for the permanent exemption.
 - c. Temporary medical exemption. A physician licensed under the provisions of chapter 459, chapter 459, or chapter 460 certifies in writing, on a form approved and provided by the Florida Department of Health, that the child has received as many immunizations as are medically indicated at the time and is in the process of completing necessary immunizations.
 - d. Florida Department of Health exemption. The Florida Department of Health determines that, according to recognized standards of medical practice, any required immunization is unnecessary or hazardous.
 - e. District temporary exemption. An authorized school official issues a temporary exemption, for a period not to exceed thirty (30) school days, to permit a child who transfers into Palm Beach County from another county within the State of Florida to attend class until his or her records can be obtained. .
4. Pursuant to § 232.032(4)(b), no member of the Board or any of its employees shall be liable for any injury caused by the administration of a vaccine to any student who is required to be so immunized.
5. The parents or guardians of any child admitted to the District, grades preschool through 12, are responsible for assuring that the child is in compliance with § 232.032, Fla. Stat.
6. The District shall refuse admittance to any child otherwise entitled to admittance to kindergarten, or any other initial entrance, who is not in compliance with the provisions of § 232.032(2), Fla. Stat.
7. The District shall exclude from school any child with an expired temporary medical exemption until documentation of compliance is provided.