



## **POLICY 5.011**

**4-D** I recommend that the Board adopt the proposed revised Policy 5.011, entitled "Student Residence Enrollment Requirements."

[Contact: Kristin Garrison PX 48935.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on September 1, 2010.
- Revisions include:
  - revised process for proof of residency;
  - updated forms and statutory references;
  - clarify and set forth the process for appealing decisions relating to the District determination of student residence;
  - conformity with Policies 5.01 and 5.74; and a revised process for students living with a person acting as parent.

POLICY 5.011

STUDENT RESIDENCE ENROLLMENT REQUIREMENTS

1  
2  
3 1. Proof of **Domicile Residence** Requirements for Initial and Continuing  
4 Enrollment

5 a. Absent an approved alternative method of assignment or reassignment,  
6 students must attend the school in the school attendance zone boundary  
7 where the student/parent(s)/legal guardian lives resides as set forth in School  
8 Board Policy 5.01.

9 b. For those students whose school assignment is based upon their residence,  
10 upon ~~Upon~~ initial enrollment in the School District a school, except as stated  
11 below in Sections 4 and 5 of this Policy, proof of domicile residence is  
12 necessary in order to ensure that a student is enrolled in the boundaried  
13 appropriate school attendance boundary or assigned school. Two proofs of  
14 domicile residence reflecting the correct address are required to register a  
15 student. Examples of acceptable proof may include are listed below and all  
16 sources of evidence must match:

17 i. current non-cellular telephone or electric bill;

18 ii. rent receipt with the name of tenant and landlord and contact information  
19 for all parties;

20 iii. lease agreement with name of tenant and landlord and contact  
21 information for all parties;

22 iv. mortgage;

23 v. home purchase contract including specified closing date, with copy of  
24 deed to be provided within 30 days of closing date;

25 vi. automobile insurance policy;

26 vii. current Florida Driver's License/Florida Identification Card;

27 ~~viii. cellular telephone bill;~~

28 ix. credit card statement;

29 x. United States Postal Service confirmation of address change request or  
30 evidence of correspondence;

31 xi. Declaration of Domicile form from the County Records Department.

- 32 c. A school may determine that presentation of the required documents is not  
33 sufficient for enrollment if the Principal/designee has reasonable suspicion of  
34 inaccurate information as to the residence of the student, the status of a  
35 person acting as a parent of that student, or other relevant factors.
- 36 d. Parents on behalf of all new and returning students also shall annually  
37 complete a "New and Returning Student Registration Form" ([PBSD 0636](#)),  
38 which is incorporated herein by reference. The form shall be verified under  
39 penalties of perjury pursuant to Fla. Stat. § 92.525. A PDF version of the form  
40 is available on the District's website at  
41 [www.palmbeach.k12.fl.us/Records/PDF/0636.pdf](http://www.palmbeach.k12.fl.us/Records/PDF/0636.pdf).
- 42 e. At any time that a student's address changes, it is the parent's responsibility to  
43 immediately notify ~~in writing~~ the School District in writing.
- 44 f. Residential lease agreements are valid only through the expiration date  
45 indicated on the agreement. Upon expiration of a residential lease agreement,  
46 parents must present a copy of the renewed or new agreement to the school  
47 office.
- 48 g. Parents are expected to obtain and provide to the school all of the required  
49 documentation before enrolling a child in school. In cases of students  
50 experiencing homelessness or those in foster care status, however, please  
51 refer to Sections 4 and 5 below.
- 52 h. Students who are not emancipated, as defined within School Board Policy  
53 5.072, shall be assigned to the school based on the primary residence  
54 address at which their parent(s) reside(s) unless a completed and verified  
55 PBSD form 1543 showing that the student resides with a person acting as  
56 parent, as defined by Fla. Stat. § 1000.21(5). The student must actually reside  
57 with the Person Acting as Parent as the student's primary residence (see  
58 section 6(b) below), and the student has the burden to show that the residency  
59 is not incident to his/her eligibility to enroll in a particular school attendance  
60 zone.
- 61 i. Circumstances may exist where the student's parents reside in different school  
62 attendance boundaries. The home of the parent in which the student resides  
63 for the major part of the time is the home that determines the student's  
64 attendance boundary. If the parent(s) states that the student divides his/her  
65 time equally between the parents, the parent(s) or court order shall indicate  
66 the residence to determine the student's school attendance zone. Absent  
67 agreement or court order, the Superintendent/designee will determine the  
68 residence for school attendance based upon School Board policies and the  
69 best interest of the child.

70 **2. Additional Proof May be Required**

- 71 a. For good cause, such as but not limited to cases where the  
72 Principal/designee believes that a student's enrollment information is  
73 inaccurate due to returned mail or reasonable suspicion that the student is not  
74 residing at the claimed address, the following procedures may be implemented  
75 at the discretion of the Superintendent/Principal/ or the  
76 Superintendent's/Principal's designee (based on sufficient resources):
- 77 i. The Property Appraiser's website (PAPA) will be examined to determine  
78 the parent's homestead (primary residence) location. The homestead  
79 address of the parent or legal guardian will be used as a factor to  
80 determine the student's assigned school. A conflicting address indicates  
81 that further investigation is required.
- 82 ii. A call may be made or a letter may be sent to the parent(s)/legal  
83 guardian(s) who have conflicting address information, requesting that the  
84 parent(s)/legal guardian(s) update enrollment information.
- 85 iii. The Superintendent/Principal/ or the Superintendent's/Principal's  
86 designee may also require submission of an "Additional Affidavit of  
87 Residence" accompanied by the "Proof of Residence Requirements",  
88 outlined below. The Affidavit of Residence form (PBSD 1866) is  
89 incorporated herein by reference, and is available on the District's web  
90 site at [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp), and shall be  
91 verified under penalties of perjury pursuant to Fla. Stat. § 92.525.
- 92 iv. If the Principal/designee has reasonable suspicion that the information  
93 contained in the Affidavit is no longer accurate, the Principal/designee  
94 may request the parent(s)/legal guardian to submit a new Affidavit. The  
95 Principal/designee may ask that the Affidavit be verified at any time during  
96 the school year it is in effect.
- 97 v. The above activities will be conducted by the school center to the extent  
98 allowed by existing resources. In cases of limited resources, the  
99 Principal/designee may request assistance from the central office by  
100 contacting the Superintendent's designee.
- 101 b. Additional Proof-of-Residence Requirements.-- When required requested (and  
102 in addition to the two proofs of domicile reflecting correct residential address  
103 under Section (1)(b) above), the parent/ ~~or~~ legal guardian/emancipated  
104 student shall have 10 calendar days to provide sufficient documentation to the  
105 Principal/designee to validate primary residence of the student as outlined  
106 within this Policy in Section7(b) below and must present a signed Affidavit of  
107 Residence (PBSD 1866) as well as one current document from *each of the*  
108 *three columns* in the table below (ORIGINAL documentation is required and  
109 copies are not accepted; District staff will make copies of all originals, except

- 110 passports) to satisfy the proof-of-residence requirements:
- 111 c. Other documents or information may be accepted as "proof of residency" only  
112 under extenuating or hardship circumstances.
- 113 d. A Post Office box, private mail box (PMB)/mail drop address, or commercial  
114 establishment address does not meet residency requirements. Only residential  
115 street addresses are accepted. All proofs submitted must show the residential  
116 Palm Beach County address. The residential address of a relative or friend of  
117 the student/parent does not meet student residency requirements unless the  
118 student actually lives with the relative or friend as the student's primary  
119 residence and the criteria in Section 6 below apply and they are followed.
- 120 e. The name and address from all three sources must match. A P.O. Bbox or  
121 PMB address is not a valid proof of residence or domicile. A hotel address is a  
122 temporary mode of residency and it should be treated as such.
- 123 f. If the parent/guardian student(s) resides with the parent/legal guardian and/or  
124 someone else temporarily who resides in the school's boundary area, the  
125 parent must submit an "Affidavit of Residence," signed by the parent/legal  
126 guardian and the owner or lessee with whom the parent is residing under  
127 penalties of perjury.
- 128 g. The only portions of the address documentation permitted to be redacted are  
129 such items as bank and credit card account numbers. If any additional  
130 portions of the address documentation are redacted, the document(s) will not  
131 be accepted as valid proof-of-residence.
- 132 h. School personnel are strictly prohibited from requesting or requiring  
133 documentation of the immigration of students and families.
- 134 3. **Submission of False Information; Additional Investigation, and Enforcement**
- 135 a. Florida Statutes § 837.06 provides that whoever knowingly makes a false  
136 statement in writing with the intent to mislead a public servant in the  
137 performance of his or her official duty shall be guilty of a misdemeanor of the  
138 second degree. Additionally, a person who knowingly makes a false  
139 declaration under penalties of perjury is guilty of the crime of perjury by false  
140 written declaration, a felony of the third degree under Fla. Stat. § 92.525.
- 141 b. Families reported to be in violation of the residency requirements through the  
142 "Anonymous Residency Tip Line" (561-434-TIPS) may also be investigated,  
143 as outlined within this Policy above.
- 144 c. Students whose parents/legal guardians, (or, if emancipated, they) are found,  
145 after appropriate investigation, to have submitted false information in an effort

146 to enroll a student in a school to which the student shall not have been  
147 assigned, shall following the procedures within Section 7(a) or (b) below, as  
148 applicable, be withdrawn from the enrolled school at the end of the ~~current~~  
149 ~~nine-weeks'~~ marking period ~~and referred for enrollment in the appropriate~~  
150 ~~boundaried school or during the summer break, but the student will not be~~  
151 ~~withdrawn prior to a potential pending appeal. However, a student may be~~  
152 ~~withdrawn immediately if the parent/legal guardian/emancipated student~~  
153 ~~agrees.~~

154 d. Students who have moved and have provided legitimate change of address  
155 information may apply for reassignment under School Board Policy 5.015  
156 through the end of the marking period or end of the school year. These  
157 students. If reassigned to their current school, will be referred for enrollment in  
158 the appropriate school within their school attendance zone for the following  
159 school year if the assignment is based on residence.

160 e. Internal or external review personnel, including (but not limited to) an  
161 investigator, may be utilized by the District to conduct random checks and  
162 investigations by reasonable means, consistent with the law, and verify  
163 information provided and may utilize public records and databases. To the  
164 extent permissible under Florida and federal law, the District may pursue  
165 prosecution for any false information knowingly submitted.

166 4. **Enrollment of Students Who are Experiencing Homelessness and**  
167 **Unaccompanied Youth**

168 a. ~~Homeless students are defined in Fla. Stat. § 1003.01(12) and include~~  
169 ~~students who are without a fixed, regular and adequate residence. According~~  
170 ~~to the McKinney-Vento Act (Section 725), 42 U.S.C. § 11432(g)(3)(A)-(C),~~  
171 ~~homeless students are to be enrolled in the school immediately that meets the~~  
172 ~~"best interest" of the student. Homeless children must be admitted to the~~  
173 ~~school where they or their families live. [Florida Statute 1003.21 (1)(f)].~~  
174 ~~Arrangements are to be made for immunizations, transportation and all other~~  
175 ~~school services. Appropriate student school and grade level placement as well~~  
176 ~~as completion of required immunizations and physical examination shall occur~~  
177 ~~within 30 days of enrollment. The McKinney-Vento Act, within 42 U.S.C. §~~  
178 ~~1143a, and Fla. Stat. § 1003.01(12) define homeless children and youths as~~  
179 ~~children and youths who lack a fixed, regular, and adequate nighttime~~  
180 ~~residence within the meaning of 42 U.S.C. § 11302 and the statutes state~~  
181 ~~situations that are included.~~

182 b. The school selection, enrollment and placement of students experiencing  
183 homelessness and unaccompanied youth are governed by School Board  
184 Policy 5.74.

- 185 c. A School District of Palm Beach County New and Returning Student  
186 Registration form (PBSD 0636) should be completed by the student's  
187 homeless child's or youth's parent(s)/legal guardian(s) or, in the case of an  
188 unaccompanied student, the District's homeless education liaison, signed, and  
189 returned to the school. ~~School personnel are strictly prohibited from requesting~~  
190 ~~or requiring documentation of the immigration status of students and families.~~
- 191 d. School centers should work with the Director of Student Intervention Services  
192 and the homeless shelter to obtain the necessary enrollment documents.
- 193 e. Under no circumstances will students who are homeless experiencing  
194 homelessness be withdrawn due to lack of appropriate enrollment  
195 documentation.
- 196 f. Children awaiting foster care placement through the Department of Children  
197 and Families are considered children experiencing homelessness.

198 **5. Enrollment of Students Who Are in Foster Care**

- 199 a. The registration process for foster care students shall be conducted in private  
200 in order to protect the student's confidentiality. No student in shelter or foster  
201 care should be denied entrance to school due to a missing form. For issues  
202 concerning foster care, contact the Student Intervention Services Department.
- 203 b. If the student lives in a residence licensed by the Department of Children and  
204 Families (DCF), the student may be enrolled in the school that serves that  
205 licensed residence.
- 206 c. Enrollment may also be governed by any agreements between the Florida  
207 Department of Education and/or the School Board and DCF.

208 **6. Persons Acting as Parent**

- 209 a. For purposes of establishing student residency, a "*parent*" is defined as either  
210 or both natural or adoptive parent(s) of the student, the student's legal  
211 guardian, a person in a parental relationship to the student, or a person  
212 exercising supervisory authority over the student in place of the parent,  
213 pursuant to Fla. Stat. § 1000.21(5).
- 214 b. The student must actually reside with the parent or Person Acting as Parent as  
215 the student's primary residence, and, for a person acting as a parent, the  
216 student has the burden to show that the residency is not incident to his/her  
217 eligibility to enroll in a particular school attendance zone.
- 218 c. For purposes of this section Policy, "primary residence" means the residence  
219 in which the child spends most of his or her time.

- 220 d. A Person Acting as Parent must complete form [PBSD 1543](#), which is  
221 incorporated herein by reference and is available on the District's web site at  
222 [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp).
- 223 e. When a student lives with an adult other than the parent or legal guardian  
224 because of severe family hardship, evidence in support of such an  
225 arrangement shall be presented to the Principal of the affected school on the  
226 Affidavit of Person Acting as Parent Form PBSD 1543. The acceptance of the  
227 statements within the affidavit shall be at the discretion of the school principal  
228 and may be based upon verified documented proof from the table in Section  
229 2(b) above, further documentation concerning the issue of the person acting  
230 as a parent, and other verified sources including public records searches,  
231 investigations and reports. Yet, if this situation involves a student  
232 experiencing homelessness or an unaccompanied youth, the provision within  
233 Section 4 above control.
- 234 f. Affidavits are valid for one school year only and expire at the end of the school  
235 year. The information contained in the affidavit may be verified as allowed by  
236 law at any time during the school year it is in effect.
- 237 g. A parent residing in Palm Beach County, is **not** permitted to request that  
238 his/her student live with someone other than the parent (i.e., aunt, friend,  
239 grandparent, etc.) residing in a different school boundary in order for the  
240 student to attend school in that boundary. The student must enroll in the  
241 school within the student's school attendance zone based on the residence of  
242 the parent unless other valid legitimate documentation and proof can be  
243 provided that parental rights have been transferred, the student is  
244 emancipated, or for compassionate or hardship reasons.
- 245 h. Students who are found, after appropriate investigation, not to be residing with  
246 the Person Acting as Parent as their primary residence, shall be withdrawn,  
247 following the procedures within Section 7(a) or 7(b) below, as applicable, from  
248 the enrolled school at the end of the marking period or during the summer  
249 break (or immediately if the parent/legal guardian/emancipated student  
250 agrees), but the student will not be withdrawn prior to a potential pending  
251 appeal.

252 **7. Assignment to Correct School**

- 253 a. If the Principal/designee determines that ~~an enrolling a~~ student attempting to  
254 enroll in a school resides in a SAG school attendance boundary which is  
255 outside the ~~school~~ boundary for that school (except for a student with an  
256 approved alternative method of assignment or reassignment), the  
257 Principal/designee will assist the parents ~~or~~ legal guardians/emancipated  
258 student in enrolling the student in the correct school. The parent/legal



259 guardian/emancipated student shall have 10 calendar days in which to appeal  
260 the decision not to enroll the student in the requested school. The  
261 Principal/designee will notify the parent/legal guardian where to file any  
262 appeal, i.e.: with the Principal of the school denying enrollment, or the  
263 Principal of the school for the parents' primary residence (as determined by  
264 the homestead location or other factors), or the Superintendent's designee.

265 b. When the student is already enrolled in the school and it is determined that  
266 there is a discrepancy in address documentation on file (via returned mail,  
267 anonymous tips that have been researched, random checks, investigation, or  
268 discrepancies in public records such as the Property Appraiser's Records  
269 and/or Voter Registration records, or by other reasonable means), at the  
270 discretion of the Superintendent/Principal or the Superintendent's/Principal's  
271 designee (based on sufficient resources), the parent/legal guardian shall have  
272 10 days be required to provide sufficient documentation within 10 calendar  
273 days to the Principal/designee to validate primary residence of the student, as  
274 outlined herein within Section 2(b) of this Policy, including if the person is  
275 acting as a parent. The Principal/designee may extend the time upon request  
276 based on good cause.

277 i. If, after the parent's/legal guardian's/emancipated student's 10-day  
278 opportunity to provide further information, the school Principal/designee  
279 determines that insufficient documentation exists to prove that the student  
280 resides within the school enrollment attendance boundary, or that the  
281 person is acting as a parent, the Principal/designee will so notify the  
282 parent/legal guardian/emancipated student/person acting as a parent and  
283 provide information on the right to appeal and the types of documentation  
284 required (included therein). ~~the student will be reassigned to the~~  
285 ~~appropriate school at the end of the nine-weeks' marking period.~~

286 ii. If, after additional documentation and an appeal, if filed pursuant to  
287 Section 8 below, the student enrollment is determined to be improper, the  
288 student will be withdrawn and reassigned to the appropriate school at the  
289 end of the marking period, during the summer break, or sooner if the  
290 parent/legal guardian/emancipated student agrees.

291 iii. If no appeal is filed, the student will be withdrawn at the end of the  
292 marking period.

293 iv. However, during the appeal process set forth below, the student: a) if  
294 already enrolled, will remain in his or her current school, or b) if denied  
295 enrollment in the requested school, will be registered to attend the school  
296 the District determined is the appropriate school.

297 **8. Appeal**

- 298 a. If the parent/legal guardian/emancipated student believes that the  
299 Principal/designee's determination has been made in error, the parent/legal  
300 guardian/emancipated student shall have 10 calendar days from the date on  
301 the letter notifying them of their child's withdrawal from the current school to  
302 file an appeal ~~with the school Principal/designee, who shall promptly forward~~  
303 ~~the appeal to the Superintendent's designee responsible for address~~  
304 verification. The appeal shall be filed in writing with any relevant additional  
305 documentation to the Principal/designee or the Superintendent's designee and  
306 date stamped received.
- 307 b. ~~In considering an appeal, the appealing party may appear before the~~  
308 ~~Superintendent's designee, who shall consider the documentation and~~  
309 ~~information available, After a written request for an appeal is received from a~~  
310 ~~parent/legal guardian/emancipated student, the Superintendent's designee will~~  
311 ~~review the enrollment documentation provided on behalf of the student as well~~  
312 ~~as information provided by the school and District and may seek other~~  
313 ~~information through further investigation. Historical and current documentation~~  
314 ~~from all of the columns in the table within Section 2(b) above must be provided~~  
315 ~~by the parent/legal guardian/emancipated student. Exceptions allowed are in~~  
316 ~~Sections 2(c), 6(d), 4 and 5 above. The Superintendent's designee shall~~  
317 ~~review the documentation and information available,~~ as well as the following:
- 318 i. unique and temporary circumstances such as temporary housing  
319 arrangements;
- 320 ii. fire or other severe damage to a primary residence; or
- 321 iii. other unique hardship circumstances which are not self-imposed.
- 322 c. The Superintendent's designee will send a written notification to the  
323 parent/legal guardian/emancipated student of the time, date and location of  
324 the appeal meeting and advise the parent/legal guardian/emancipated student  
325 of the meeting procedures stated within Section 8 (d) below shall inform the  
326 appealing party of the decision.
- 327 d. If the persons appealing on behalf of the student appear at the appeal  
328 meeting, they shall be given 10 minutes in total (although the Superintendent's  
329 designee may agree to extend the time) to present the basis of their appeal,  
330 their argument and any additional information. At the conclusion of the  
331 presentation, the Superintendent's designee and any other District staff  
332 present will have an opportunity to ask questions and receive answers. The  
333 school and District staff and/or agents may then have 10 minutes (although  
334 the Superintendent's designee may agree to extend the time) to make their  
335 presentation and any additional information, followed by any questions from  
336 the Superintendent's designee. The Superintendent's designee will thereafter

- 337           reach his/her final decisions as soon as practicable.
- 338           e.   Within ten (10) calendar days from the date of the Superintendent's designee  
339           decision, the area superintendent, parent/legal guardian/emancipated student,  
340           and principals of the current, and if applicable, future schools will be sent  
341           written notification of the decision.
- 342           f.   The decision of the Principal/designee (if there is no appeal) or the  
343           Superintendent's designee (if there is an appeal) will be binding and remain  
344           the District's decision absent a change of circumstances concerning the  
345           residence of the child as established by evidence, unless an administrative  
346           hearing is required by law for cases where primary residence is determined to  
347           be outside of Palm Beach County.

348   STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1), (2), & (6); 1001.42~~(23)~~ (25);  
349   1001.43(1)

350   LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41(6); 1001.42(4)(a), (6); 1002.31;  
351   1003.01(12); 1003.21; 39.0016; 42 U.S.C. §§ 11431-11436

352   HISTORY: 7/11/2007; \_\_\_/\_\_\_/2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.011 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# New and Returning Student Registration

Complete **ALL AREAS** on both sides of the form. Correct any preprinted information. **Do not leave any area unanswered.** **ALL** students **MUST COMPLETE** a registration form **ANNUALLY**.

| OFFICE USE ONLY    |                             |                |
|--------------------|-----------------------------|----------------|
| Student Number     | School Number               | Transportation |
| Grade Level        | EN CD                       | SAC Code       |
| Student Entry Date | TERMS Data Entry: Name/Date |                |

|   |   |
|---|---|
| <b>Student</b> Legal name (last, first, middle) | <b>Student</b> Former Name or AKA (if applicable) |
|---|---|

|  |                                     |
|--|-------------------------------------|
| <b>Student</b> Local Address (house number and street name, apartment number, city, state, zip code) | Housing Development (if applicable) |
|--|-------------------------------------|

|                                |                          |  |
|--------------------------------|--------------------------|--|
| Student Soc. Sec. # (optional) | Student Home Telephone # | Best Parent/Guardian Contact Telephone Numbers<br>Day or Cell<br>Evening or Cell |
|--------------------------------|--------------------------|--|

**Student Ethnic Origin** (Must check Yes or No)

**Yes**, Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

**No**, not Hispanic or Latino

|  |   |   |                                 |
|--|---|---|---------------------------------|
| <b>Student</b> Gender<br><input type="checkbox"/> M <input type="checkbox"/> F | <b>Student</b> Date of Birth (mm/dd/yyyy) | <b>Student</b> Place of Birth (city, state) | VERIFICATION<br>Office Use Only |
|--|---|---|---------------------------------|

**Student Resident Status**

0. Foreign Exchange Student  1. Out-of-county Resident  2. Out-of-state Resident  3. In-county Resident

|  |   |
|--|---|
| <b>Student</b> Country of Birth<br><input type="checkbox"/> USA <input type="checkbox"/> Other _____ | If student's country of birth is not USA what date did the student enter USA? _____ |
|--|---|

**Student Race** (must check at least one box - check all that apply)

**American Indian or Alaskan Native - I** (origins in any of the original peoples of North or South America [including Central America] and who maintains tribal affiliation or community attachment.)

**Asian - A** (origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

**Black or African American - B** (origins in any of the black racial groups of Africa)

**Native Hawaiian or Other Pacific Islander - H** (origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

**White - W** (origins in any of the original peoples of Europe, Middle East, or North Africa)

| Federal Impact Survey  | Type of Service                         |
|--|---|
| A. The student resides on federal property. <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Air Force      |
| B. The student resides in low rent housing. <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Army           |
| C. The parent is employed on federal property located in Palm Beach County. <input type="checkbox"/> Yes <input type="checkbox"/> No               | <input type="checkbox"/> Coast Guard    |
| D. The parent is employed on low rent housing located in Palm Beach County. <input type="checkbox"/> Yes <input type="checkbox"/> No               | <input type="checkbox"/> National Guard |
| E. The parent is in the uniformed services of the United States. <input type="checkbox"/> Yes <input type="checkbox"/> No                          | <input type="checkbox"/> Navy           |
|  | <input type="checkbox"/> Marines        |
| If "E" is YES, is the parent on active duty? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, check type of service to the right) |   |

**Preschool Enrollment Information - for Student Entering Kindergarten only** (check all program(s) attended.)

Did not Attend Preschool (Z)  Parent Fees (F)  School District Pre-K (S)  Voluntary Pre-K (V)

Head Start (H)  Pre-K Disabilities (D)  Teenage Parent Program (T)

Migrant Pre-K (M)  Readiness Coalition (L)  Title I Pre-K (C)

If student attended Pre-k provide name of Pre-k: \_\_\_\_\_

Is the **STUDENT WHO IS ENROLLING IN THIS SCHOOL** a single parent?  Yes  No

**ONLY STUDENTS NEW TO PALM BEACH COUNTY**

Is a language other than English used in the home?  Yes  No

Does the student have a first language other than English?  Yes  No \_\_\_\_\_

Does the student most frequently speak a language other than English?  Yes  No \_\_\_\_\_

Student

**The School District of Palm Beach County**  
**New and Returning Student Registration**

|  |              |
|--|--------------|
| Student Legal Name (last, first, middle) | Student ID # |
|--|--------------|

**PREVIOUS EDUCATION INFORMATION**

|  |                       |   |  |
|--|-----------------------|---|--|
| Name of Last School Attended   |                       | Last School Attended Telephone  | School Type (check one only)<br><input type="checkbox"/> public <i>charter schools included</i><br><input type="checkbox"/> private <input type="checkbox"/> pre-k <input type="checkbox"/> home education |
| City of Last School Attended   |                       | State of Last School Attended   |  |
| County of Last School Attended   |                       | Country of Last School Attended<br><input type="checkbox"/> USA   Other _____ |  |
| <b>Educational Plan</b> If applicable check all that apply. Provide a copy of the plan with this registration.<br><input type="checkbox"/> Individual Education Plan ( <i>IEP</i> ) <input type="checkbox"/> 504 Plan   Other _____  |                       |   |  |
| Grade Level Last Year  | Grade Level This Year | Last Date Attended School   | Did the student attend public school in Palm Beach County before? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Entry Disclosures</b> (check all that apply)<br><input type="checkbox"/> The student has been arrested or prosecuted for a violation of a criminal statute resulting in a charge.<br><input type="checkbox"/> The student has been expelled from school. <input type="checkbox"/> Not applicable  |                       |   |  |
| <b>Student Residence Information</b><br>Indicate who the student lives with (check only one)<br><input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Group Home<br><input type="checkbox"/> Student is ward of the state   Other _____ |                       |   |  |
| Has the parent/guardian worked in agriculture or fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |   |  |

**PARENT/GUARDIAN INFORMATION**

|                           |   |                         |
|---------------------------|---|-------------------------|
| <b>MOTHER OR GUARDIAN</b> | Mother or Guardian  | Home Telephone          |
|                           | Day or Cell Telephone   | Night or Cell Telephone |
|                           | Address if not the same as student (house #, street name, apartment no., city, state, zip code) |                         |
|                           | E-mail address (optional)   |                         |
| <b>FATHER OR GUARDIAN</b> | Father or Guardian  | Home Telephone          |
|                           | Day or Cell Telephone   | Night or Cell Telephone |
|                           | Address if not the same as student (house #, street name, apartment no., city, state, zip code) |                         |
|                           | E-mail address (optional)   |                         |

|  |              |
|--|--------------|
| Student Legal Name (last, first, middle) | Student ID # |
|--|--------------|

**\* IMPORTANT, EVERYONE MUST ANSWER QUESTIONS A & B BELOW \***

**A. Is there a visitation order or other court order barring either parent from removing the student during the school day or coming into contact with the student? If YES, provide school with a copy of court order.**     Yes     No

**B. Do parents have shared parental responsibility?**     Yes     No    **If no, provide school with copy of court order.**

Do the parents/guardians have other children enrolled in Palm Beach County schools.     Yes     No

If yes, provide the names and birth dates of the other children:

**EMERGENCY INFORMATION**

Provide the name(s) of person(s), other than the parent, allowed to pick up the student.

| Name (first, middle initial, last) | Relationship to Student | Home Telephone # | Best Day Telephone # |
|------------------------------------|-------------------------|------------------|----------------------|
|                                    |                         |                  |                      |

Provide a **password** that will be used when picking up the student. Limit the password to 10 characters **or** less.

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**HEALTH INFORMATION**

**Health Screenings:** Students will receive non-invasive health screenings pursuant to Florida Statute § 381.0056(7)(d). Non-invasive screenings may include vision, hearing, scoliosis, height, and weight. These tests may be given individually or in groups. Parents or guardians, however, have the right to request an exemption in writing. *(This exemption will cover all types of screenings.)*

If you **DO NOT** want your child to receive the screenings, write the words "Do not screen" here:

**Sodium Fluoride Program:** Program offered at schools without fluoride in local water supply. I give permission for my child to participate in the sodium fluoride program to prevent tooth decay.     Yes *(Permission is valid through grade 5)*     No

Student health insurance (check all that apply)     Medicaid     Healthy Kids/Kid Care     Private     None

|  |                             |
|--|-----------------------------|
| Does the student have allergies? <input type="checkbox"/> Yes (list below) <input type="checkbox"/> No | Name of Student's Physician |
|  | Physician Telephone Number  |

|  |   |
|--|---|
| List all of the student's medical concerns, allergies, behavioral issues or physical limitations (asthma, diabetes, seizures, etc.). | List all medications, student takes at home and in school (indicate home school use) <b>(Physician provides form authorizing medications given to student at school).</b> |
|--|---|

|  |              |
|--|--------------|
| Student Legal Name (last, first, middle) | Student ID # |
|--|--------------|

**Read the following carefully. Check available appropriate boxes below statements and sign below.**

**Notice of Technology Acceptable Use Policy For Students:** Your child may have access at school for many school-related activities to certain District technology resources, including the Internet and the District's Intranet. Your child's school's access to the Internet is filtered to comply with the Children's Internet Protection Act and School Board Policy 8.125. Your child will be required to follow the acceptable use standards and guidelines that are stated in Policy 8.123, the referenced Manual, and the Notice of Conditions for Student Use of District Technology and be bound by their terms. There is only a limited expectation of privacy to the extent required by law related to a student's use of these technology resources. Before your child uses these District resources, he/she will read, be read to, and/or explained these documents and will electronically acknowledge that he/she understands, and agrees to follow, them.

You are invited to read this Policy, Manual and Notice. If you need assistance reading the documents, you may ask the school for assistance. The policy is available at: <http://www.palmbeach.k12.fl.us/policies/> under chapter 8 --Policy 8.123.

**Notice of medical records disclosure:** Your child's medical records or medical information that have been provided to the school are student records which are subject to the requirements of FERPA, 20 U.S.C.A. 1232g. Accordingly, that information can be disclosed without the written consent of the parent/guardian as allowed by FERPA, including if used by a teacher or other school official, who has a legitimate educational interest, or if disclosure is to an appropriate party and is necessary to protect the health or safety of the student or other individuals.

**Parental consent for release of student photograph and information:** I hereby give permission for the school or District to use my child's photograph, video image, writing, voice recording, name, grade level, school name, description of participation and statistics in officially recognized activities and sports, weight and height as a member of an athletic team, dates of attendance, diplomas and awards received, date and place of birth, and most recent previous school attended, in annual yearbooks, newspapers, graduation programs, playbills, school productions, web sites, etc. and/or similar school or District-sponsored publications or in school or District-approved news media interviews, articles, and photographs. I understand that, without my signature, my child's name and photograph cannot and will not be included in any publications or presentations, **including a school yearbook.**

I give permission       I do not give permission

**Parental consent and release for School Food Service biometrics:** Your school may utilize biometrics (points on a finger - not fingerprints) as a form of identification in the cafeteria. Since biometrics cannot be lost, forgotten or stolen, it should provide for a more convenient system for parents and a more efficient way to serve students. If you want your child to participate in the biometrics identification program, sign your name below.

I want my child to participate       I do not want my child to participate

**ESE STUDENT ONLY:** I authorize the School District of Palm Beach County, Florida, to release my child's confidential student information to agencies of the State of Florida to enable Palm Beach County Public Schools to receive Medicaid funding for any exceptional student services that it provides to my child while at school.

I authorize release       I do not authorize release

**HIGH SCHOOL STUDENT ONLY - Opt-out for the release of information to military:** The NCLB Act of 2001 requires that school districts provide military recruiters access to the names, addresses and phone numbers of high school students. Parents have a right to OPT-OUT from sending this information. If you do **not** want your child's information released to the military without prior written parental consent, check below. Although we will accept the opt-out any time during the year, sending it the first 10 days of the school year will ensure that no information is sent this school year.

I do not authorize release of my child's information to the military

**Under penalties of perjury, I declare** that I have read the foregoing form and that the facts stated in it are true and accurate. Florida Statutes Sec. 92.525 (3) provides that whoever knowingly makes a false declaration under penalties of perjury is guilty of a felony of the third degree.



\_\_\_\_\_  
Parent/Guardian Signature (unless student is emancipated)

\_\_\_\_\_  
Date

**REGISTRATION IS NOT VALID WITHOUT SIGNATURE AND DATE.**





THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
PLANNING DEPARTMENT

## Affidavit of Residence

The purpose of this form is to verify that the child (ren) listed below reside(s) within the boundaries for the school in which he/she is attending, absent an approved alternative method of assignment or reassignment. Complete and date this form, sign under oath before a notary, and return to the front office of your child (ren)'s school.

Absent an approved alternative method of assignment or reassignment, all students in The School District of Palm Beach County shall be assigned annually to the school which they are to attend under the authority of the Board and by direction of the Superintendent, pursuant to School Board Policy 5.01 and Policy 5.011. Students shall be assigned to schools under these policies based on residence of the student/parent/legal guardian within the attendance boundaries which have been established by the School Board.

1. a,  I, (name of parent/legal guardian/person acting as parent) \_\_\_\_\_  
am the parent/legal guardian of the following named child (ren) (print name of child [ren])  
\_\_\_\_\_  
\_\_\_\_\_

**OR b,**  I am the following named emancipated student \_\_\_\_\_

2. a,  I (parent/legal guardian) am currently residing with the above-named child(ren)

**OR b,**  I am the emancipated above-named student living:  
at the residential address below in Palm Beach County, and this is the child(ren)'s/my primary  
residence. The primary residence is defined as the home in which the child(ren) spends most of his/  
her (their) time.  
\_\_\_\_\_

3. My contact phone number(s): \_\_\_\_\_

4. This verification is necessary in order for the child(ren) named above to attend (school name)  
\_\_\_\_\_

5. I understand that falsification of this information may result in the withdrawal of my child(ren) from this school and that falsifying my residence when enrolling my child(ren), may be referred to law enforcement for prosecution.

*continue on page 2*

**Affidavit of Residence continued**

Student Name \_\_\_\_\_

- 6. Florida Statutes §837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. Additionally a person who knowingly makes a false declaration under penalties of perjury is guilty of the crime of perjury by false written declaration, a felony of the third degree.

**I agree to immediately notify the School District of any future changes in address or living arrangement of these child(ren). Under penalties of perjury, I hereby declare that I have read this document and the above facts are true and correct:**

\_\_\_\_\_  
*Signature of Parent/Legal Guardian/Emancipated Student*

\_\_\_\_\_  
*Date*

**STATE OF FLORIDA, COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year) \_\_\_\_\_

by \_\_\_\_\_ Who is personally known to me or who produced as  
identification \_\_\_\_\_ .

\_\_\_\_\_  
*Signature of Notary Public - State of Florida*

\_\_\_\_\_  
*Print, Type, or Stamp Commissioned Name of Notary Public, Commission  
Number and Expiration Date*

- 7.  **OPTIONAL** I hereby give permission for the school or District to share my and my child's address and related information with other government agencies, such as County Property Appraiser Offices, for the purpose of verifying my child's residence.

\_\_\_\_\_  
*Signature of Parent/Legal Guardian/Emancipated Student*

\_\_\_\_\_  
*Date*

If the child(ren) is/are temporarily living with the parent/legal guardian and/or someone else at the address indicated on page 1. See Paragraph 2(f) of Policy 5.011.

Name and contact information of Owner/Lessor/Lessee: \_\_\_\_\_

I, the Owner, Lessor, or Lessee at the above address, declare that the above named child(ren) or emancipated student are living at this address.

Florida Statutes §837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. Additionally a person who knowingly makes a false declaration under penalties of perjury is guilty of the crime of perjury by false written declaration, a felony of the third degree.

Under penalties of perjury, I hereby declare that I have read this document and the above facts are true and correct.:

\_\_\_\_\_  
*Signature of Owner/Lessor/Lessee*

\_\_\_\_\_  
*Date*