



POLICY 5.011

4-A 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 April 11, 2012.
- Changes requested at that meeting have been made and are as follows:
 - Line 43 added “in a timely manner” after words “registration process.”
 - Line 140 removed “sole”
 - Line 168 removed “solely”
 - Line 180 added “Reasonable suspicion shall not be based on actual or perceived race, color, religion, national origin, or immigration status.”
 - Lines 203-204 added “[with a parent or legal guardian’s name and residential street address]”
 - Line 211-212 struck “One of the following ORIGINAL documents with a parent or legal guardian’s name and residential street address:”
 - Line 247 added “Parents will also be advised of the availability of translation and interpretation services to prepare for and attend the appeal meeting.”
- The purpose of the policy is to facilitate student registration at the assigned school based on the primary residence, address overcrowding, and prohibit barriers to registration for families who lack certain documentation due to extenuating circumstances or hardship, as defined in the policy.
- The policy provides school assignments based on the primary residence of the student and a parent (if applicable). The policy does not apply to students with alternative approved assignments or to students experiencing homelessness or unaccompanied youth.
- The policy includes procedures when language barriers exist for the parents during the registration process.

- The proof of address requirements and documentation are revised to provide a process for enrolling the student and the District to follow if documentation is unavailable due to extenuating circumstances or hardship.
- The policy states the process and criteria for determining the appropriate school for children of divorced or separated parents and children living with persons acting as a parent. This includes a separate process for students enrolled in extra-curricular training academies. A form is required to be completed for persons acting as a parent.
- The policy allows for the District to investigate situations if a reasonable suspicion exists that a student is not residing primarily in the attendance zone for the school and the school's ability to request additional documentation as specified within the policy.
- An appeal process exists for situations where the school determines that the student does not reside within the school's boundaries.

POLICY 5.011

STUDENT RESIDENCE ENROLLMENT REQUIREMENTS

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3 1. **Purpose**

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

9 2. **Definitions**

10 a. Residence and/or address shall mean the home location where the student
11 and a parent (if applicable) are primarily living. Residence does not refer to
12 citizenship or a proof of residence that would require a permanent resident
13 card (green card) or any immigration documentation. Primary residence
14 and/or address means the home in which the student and a parent (if
15 applicable) lives most of the time.

16 b. “Parent” is defined as either or both biological or adoptive parent(s) of the
17 student, the student’s legal guardian, a person in a parental relationship to the
18 student, or a person exercising supervisory authority over the student in place
19 of the parent, pursuant to Fla. Stat. § 1000.21(5).

20 3. **School Assignments**

21 a. School boundaries are based upon a student’s address as defined above and
22 as stated in School Board Policy 5.01. A student must attend the school in
23 his/her school attendance boundary unless otherwise formally approved for a
24 different school. Students may also choose to attend virtual school in
25 accordance with Florida law.

26 b. Examples of times a student is formally approved to attend a different school
27 include acceptance to a choice program, NCLB transfer, McKay Scholarship
28 transfer, IEP or EP placements, voluntary reassignments and involuntary
29 reassignments as authorized by law or another School Board policy.

30 c. The school selection, enrollment and placement of students experiencing
31 homelessness and unaccompanied youth are governed by the McKinney-
32 Vento Homeless Education Assistance Improvements Act of 2001 and School
33 Board Policy 5.74. Policy 5.74 shall be referred to when enrolling students
34 experiencing homelessness, unaccompanied youth and students awaiting
35 placement in foster care.

- 36 d. Parents are required to immediately notify the school in writing of a student's
37 change in address.
- 38 e. Students who have provided a change of address to the school may apply for
39 reassignment through the end of the trimester, quarter, semester or school
40 year and are subject to the conditions within School Board Policy 5.015.

41 4. **Procedure for Language Barriers**

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

57 5. **Proof of Address Requirements**

- 58 a. Consistent with Federal law, school personnel are strictly prohibited from
59 requesting or requiring documentation of the immigration status of students
60 and families.
- 61 b. Under no circumstances will students who are suspected of or experiencing
62 homelessness be delayed enrollment or withdrawn due to lack of appropriate
63 enrollment documentation, including proof of address.
- 64 c. Upon initial enrollment in a school, a student or parent must produce two
65 current documents reflecting the correct residential street address. Post office
66 boxes, private mail box addresses or commercial establishment addresses are
67 insufficient. Examples of acceptable documents reflecting residential street
68 addresses are as follows:
- 69 i. home telephone or cellular telephone bill;
- 70 ii. electric bill;

- 71 iii. rent receipt with the name of the tenant and landlord and contact
72 information for all parties;
- 73 iv. lease agreement with name of tenant and landlord and contact
74 information for all parties (valid only through the expiration date indicated
75 on the agreement. Upon expiration, parents must present a copy of the
76 renewed or new agreement to the school office.);
- 77 v. mortgage;
- 78 vi. home purchase contract including specific closing date, with copy of the
79 deed to be provided within 30 days of closing date;
- 80 vii. State of Florida driver's license;
- 81 viii. State of Florida identification card;
- 82 ix. automobile insurance policy;
- 83 x. credit card statement;
- 84 xi. United States Postal Service confirmation of address change;
- 85 xii. evidence of correspondence, including a stamped, addressed,
86 postmarked envelope delivered to the home address; or
- 87 xiii. Declaration of Domicile form from the County Records Department.
- 88 d. Parents shall also complete a returning registration form (PBSD 0636)
89 annually. This form shall be verified under penalties of perjury pursuant to Fla.
90 Stat. § 92.525.
- 91 e. Where applicable, Affidavit of Person Acting as Parent and Affidavit of
92 Residence forms must be submitted annually.

93 6. **Extenuating Circumstances or Hardship**

- 94 a. School enrollment must not be denied to families who are and will be unable to
95 provide two documents of proof of address due to extenuating or hardship
96 circumstances.
- 97 In such cases where the family is unable to provide two documents of proof,
98 an Affidavit of Residence Form (PBSD 1866) shall be completed by the
99 parent.
- 100 b. Extenuating or hardship circumstances may include:

- 101 i. destruction or loss of records caused by fire, flood, hurricane, or other act
102 of nature;
- 103 ii. student or parent born outside the United States;
- 104 iii. students experiencing homelessness;
- 105 iv. families in transition from one home to another and temporarily living with
106 someone else as they search for a new residence; or
- 107 v. other good cause.
- 108 c. All extenuating or hardship circumstances shall be reviewed by the
109 principal/designee and students shall be admitted to school immediately.
- 110 d. Once the student is enrolled in the school, the principal/designee shall notify
111 the Area Office. The Area Office shall refer the family to the Student
112 Intervention Services Department, the Planning and Real Estate Department,
113 or the Multicultural Department for appropriate follow up.
- 114 e. The student shall remain in the school while the student's address is verified.
- 115 f. Should the District determine the student's address does not fall within the
116 school boundaries, notification will be provided to the parents, and the parent
117 may appeal the determination as described below.

118 7. **Divorced or Separated Parents**

- 119 a. In situations where the student's parents do not live together, the student shall
120 attend the school in the attendance boundary where the student lives the
121 majority of the time. If the student equally divides time between the parents,
122 the parents or a court order shall indicate the residence to determine the
123 student's school attendance boundary.
- 124 b. Court orders may be referred to in an effort to determine where a child is
125 living. However, a court order is not determinative of a student's actual
126 residence. The School Board recognizes that parents may amicably make
127 alternative living arrangements for their children that do not comply with a
128 court order. Under no circumstances may a school require parents to obtain a
129 court order reflecting accurate living arrangements.
- 130 c. Under no circumstances will the School District enroll a student in more than
131 one school or serve as a mediator to the parents.

132 8. **Person Acting as Parent**

- 133 a. Where a student is not living with a biological or adoptive parent, a person
134 acting as parent must complete PBSD Form 1543 (Person Acting as Parent
135 Form).
- 136 b. The student must actually live the majority of the time with the person acting
137 as parent to be assigned to the school within the attendance boundary of this
138 individual's residence.
- 139 c. This provision is not intended to permit students to live with a friend or family
140 member for the sole purpose of securing enrollment at a particular school.
141 Rather, this provision recognizes that extenuating circumstances may arise
142 whereby a parent is unable to have their child remain in the home.
143 Accordingly, a parent or person acting as parent has the burden of
144 demonstrating the extenuating circumstances.
- 145 d. In situations where a natural parent or guardian is unavailable to provide a
146 written notarized statement as required by PBSD Form 1543, the requirement
147 for such statement must be waived. Examples include parents who have
148 abandoned their child, are incarcerated, or are living in a foreign country.
- 149 e. Should the principal/designee disagree with the stated extenuating
150 circumstance, the parent shall be referred to the Area Superintendent to make
151 a final determination.

152 9. **Enrollment, School Selection and Assignment of Students in Extra-Curricular**
153 **Training Academies**

- 154 a. The enrollment, school selection, and assignment of students residing in an
155 extra-curricular training academy and not otherwise governed by Fla. Stat. §
156 1003.57(2) (a), shall be assigned to a school based upon the student's primary
157 address or via an administrative reassignment as set forth in Policy 5.015.
- 158 b. Upon enrollment, the parent as well as the person acting as parent shall
159 complete Form 2416 (Person Acting as Parent – Extra-Curricular Training
160 Academy Form).
- 161 c. The extra-curricular training academy shall be responsible for providing all
162 student transportation.
- 163 d. Eligibility of students residing at an extra-curricular training academy to
164 participate in athletics at the assigned school shall be subject to clearance by
165 the Florida High School Athletic Association.

166 10. **Invalid Information**

- 167 a. Obtaining a temporary address within a particular school attendance boundary

168 solely for the purpose of attending such school shall not be considered valid
169 residency, unless the student actually resides at that address for the majority
170 of the time.

171 b. The School District maintains an “Anonymous Address Fraud Tip Line” (561-
172 434-TIPS) to permit the anonymous reporting of families living outside of the
173 attendance zone. All tips will be investigated and parents may be asked to
174 produce the additional documents listed below.

175 c. The School District may investigate situations where there is a reasonable
176 suspicion that the student is not residing within the attendance zone. Such a
177 reasonable suspicion may be prompted by returned mail, unique feeder
178 pattern based upon previous school attendance or sibling school attendance,
179 search of property appraiser records, or other information. Reasonable
180 suspicion shall not be based on actual or perceived race, color, religion,
181 national origin, or immigration status.

182 11. Incorrect School Boundaries

183 a. If it is determined that an enrolled student does not live within the school’s
184 attendance boundaries, the principal/designee shall notify the parent in writing
185 in the language spoken by the parent of the determination. This letter shall
186 include information on what school the child may enroll at, the withdrawal date,
187 and notification regarding an appeal.

188 b. In determining the withdrawal date, the principal/designee shall consider the
189 academic calendar and make such transfers only at the beginning of a
190 semester, trimester or quarter. However, where a student initially enrolls at
191 the incorrect school, the principal/designee may act within 30 calendar days of
192 the initial enrollment in the school or at the end of the grading period
193 (whichever is sooner) to withdraw the student in accordance with this policy.

194 c. Nothing within this policy is intended to prevent a parent from withdrawing
195 from the incorrect school and enrolling at the correct school at any time during
196 the school year.

197 12. Additional Documentation

198 a. If the parent disagrees with an initial determination made by the
199 principal/designee that their student does not live within the school’s
200 attendance boundaries, the parent must provide the school with the following
201 additional documents within 10 calendar days to prove their address:

202 i. An Affidavit of Residence (PBSD Form 1866); and

203 ii. One of the following ORIGINAL documents [with a parent or legal

- 204 guardian's name and residential street address];
- 205 A. current Florida State Driver's License (if copied by school, license
206 number shall be blacked out); or
- 207 B. current Florida ID Card; or
- 208 C. current or expired Passport (passport will not be copied) or consulate
209 issued photo ID; or
- 210 D. other valid photo ID, if none of the aforementioned is available.
- 211 ~~iii. One of the following ORIGINAL documents with a parent or legal~~
212 ~~guardian's name and residential street address;~~
- 213 E. current, valid vehicle registration; or
- 214 F. current credit card statement (with financial information and account
215 number redacted) issued within 35 days; or
- 216 G. current bank statement (with financial information and account
217 number redacted) issued within 35 days; or
- 218 H. current Florida voter registration card; or
- 219 I. current utility, FPL, water or phone bill.
- 220 ii. One of the following ORIGINAL documents with a parent or legal
221 guardian's name and residential street address;
- 222 E. current Palm Beach County property tax bill of primary residence and
223 property address, indicating homestead exemption; or
- 224 F. current residential rental or lease agreement with parent or legal
225 guardian's name and address as well as the manager or owner's
226 name and telephone number and record of last 2 payments
227 (cancelled checks); or
- 228 G. current homeowners/renters insurance policy; or
- 229 H. current Declaration of Domicile (notarized and recorded); or
- 230 I. copies of current rent receipts or carbon copies of money orders
231 made out to the landlord.
- 232 b. The principal/designee shall review the additional documentation within one
233 week and notify the parent of whether the documentation provided was

- 234 acceptable to determine that the student was properly enrolled.
- 235 c. If the principal/designee determines that the student is attending the incorrect
236 school, this must be shared in writing with the parent. At this time, all appeal
237 information must be shared in the language spoken by the parent. Schools
238 shall contact the Department of Multicultural Education for an interpreter if
239 needed. The Department of Multicultural Education shall also assist parents
240 who are unable to complete the written appeal due to a language barrier.
- 241 d. During this time period, the student shall remain at the current school.
- 242 13. **Appeal**
- 243 a. Parents shall have 10 calendar days from the date of the notification letter to
244 file an appeal with the school where the student is currently enrolled.
- 245 b. Appeals shall be heard by a designee of the Superintendent.
- 246 c. Parents shall be provided with written notification of the time, date, and
247 location of the appeal meeting. "Parents will also be advised of the availability
248 of translation and interpretation services to prepare for and attend the appeal
249 meeting."This notification shall outline the following procedures:
- 250 i. The parent or representative shall be provided with 10 minutes to present
251 the basis of their appeal, their argument, and any additional information.
252 Additional time may be given at the discretion of the Superintendent's
253 designee.
- 254 ii. At the conclusion of the presentation, District staff will have the
255 opportunity to ask questions and receive answers.
- 256 iii. School and District staff may then have 10 minutes to make their
257 presentation. Additional time may be given at the discretion of the
258 Superintendent's designee.
- 259 iv. Within 10 calendar days, the Superintendent's designee shall issue a
260 written notification of the decision. If the decision is for the student to
261 change schools, the effective date as well as the name, address and
262 contact person of the receiving school shall be included in the notification
263 letter. The notification shall be sent to the parent or guardian in the
264 language they speak.
- 265 v. The decision of the Superintendent's designee shall be binding.

266 14. **Emancipated Students**

- 267 a. Emancipated students as defined in School Board Policy 5.072 shall be
268 offered the same rights listed above for parent or legal guardian.
- 269 b. Emancipated minors are not required to live in a residence with an adult
270 authority as a condition of admission to school.

271 15. **Forms**

- 272 a. All PBSB forms referenced within this policy are incorporated herein by
273 reference as part of this policy and may be found on the School District's
274 forms website.
- 275 b. The School District shall provide notary services at no cost to parents for all
276 required forms if needed. No parent shall be required to pay the School
277 District for notary services as a condition of school enrollment.

278 16. **Training**

279 Employees responsible for implementing this policy shall complete training for
280 compliance with the content and processes within this policy.

281 ~~The School Board strongly encourages all schools to facilitate enrollment of all Palm Beach County~~
282 ~~students and not to create barriers to enrollment. Additional requirements within the policy are aimed~~
283 ~~to address boundary jumpers.~~

284 ~~1. **Proof of Residence Requirements for Initial and Continuing Enrollment**~~

285 ~~a. Absent an approved alternative method of assignment or reassignment, students must~~
286 ~~attend the school in the school attendance boundary where the student/parent(s)/legal~~
287 ~~guardian resides as set forth in School Board Policy 5.01. This policy shall be construed~~
288 ~~consistently with H.B. 7197 (2011) relating to residency requirements concerning Virtual~~
289 ~~Instruction.~~

290 ~~b. For those students whose school assignment is based upon their residence, upon initial~~
291 ~~enrollment in a school, except as stated below in Sections 1(c) 4 or 5 of this Policy, proof~~
292 ~~of residence is necessary in order to ensure that a student is enrolled in the appropriate~~
293 ~~school attendance boundary or assigned school. Two proofs of residence reflecting the~~
294 ~~correct address are required to register a student. Examples of acceptable proof are~~
295 ~~listed below and all sources of evidence must match:~~

296 ~~i. current telephone or electric bill, with billing address indicated;~~

297 ~~ii. rent receipt with the name of tenant and landlord and contact information for all~~
298 ~~parties;~~

299 ~~iii. lease agreement with name of tenant and landlord and contact information for all~~
300 ~~parties;~~

301 ~~iv. mortgage;~~

- 302 v. ~~home purchase contract including specified closing date, with copy of deed to be~~
303 ~~provided within 30 days of closing date;~~
- 304 vi. ~~automobile insurance policy;~~
- 305 vii. ~~current Florida Driver's License/Florida Identification Card;~~
- 306 viii. ~~credit card statement;~~
- 307 ix. ~~United States Postal Service confirmation of address change request or evidence~~
308 ~~of correspondence;~~
- 309 x. ~~Declaration of Domicile form from the County Records Department.~~
- 310 c. ~~Due to unique or hardship circumstances, if a parent/student does not have the required~~
311 ~~documentation and cannot produce them, the principal/designee may admit the student~~
312 ~~temporarily pending the verification of the student's residence.~~
- 313 d. ~~A school may determine that presentation of the required documents is not sufficient for~~
314 ~~enrollment if the Principal/designee has reasonable suspicion of inaccurate information~~
315 ~~as to the residence of the student, the status of a person acting as a parent of that~~
316 ~~student, or other relevant factors.~~
- 317 e. ~~Parents on behalf of all new and returning students also shall annually complete a "New~~
318 ~~and Returning Student Registration Form" ([PBSD 0636](#)), which is incorporated herein by~~
319 ~~reference. The form shall be verified under penalties of perjury pursuant to Fla. Stat. §~~
320 ~~92.525. A PDF version of the form is available on the District's website.~~
- 321 f. ~~At any time that a student's address changes, it is the parent's responsibility to~~
322 ~~immediately notify the School District in writing.~~
- 323 g. ~~Residential lease agreements are valid only through the expiration date indicated on the~~
324 ~~agreement. Upon expiration of a residential lease agreement, parents must present a~~
325 ~~copy of the renewed or new agreement to the school office.~~
- 326 h. ~~Parents are expected to obtain and provide to the school all of the required~~
327 ~~documentation before enrolling a child in school. In cases of students experiencing~~
328 ~~homelessness or those in foster care, however, please refer to Sections 4 and 5 below.~~
- 329 i. ~~Students who are not emancipated, as defined within School Board Policy [5.072](#), shall be~~
330 ~~assigned to the school based on the primary residence address at which their parent(s)~~
331 ~~reside(s) unless a completed and verified [PBSD form 1543](#), or [PBSD form 2416](#) showing~~
332 ~~that the student resides with a person acting as a parent, as defined by FL. Stat. §~~
333 ~~1000.21(5). The student must actually reside with the Person Acting as Parent as the~~
334 ~~student's primary residence (see section 6(b) below), and the student has the burden to~~
335 ~~show that the residency is not incident to his/her eligibility to enroll in a particular school~~
336 ~~attendance boundary.~~
- 337 j. ~~Circumstances may exist where the student's parents reside in different school~~
338 ~~attendance boundaries. The home of the parent in which the student resides for the~~
339 ~~major part of the time is the home that determines the student's school attendance~~
340 ~~boundary. If the parent(s) states that the student divides his/her time equally between the~~
341 ~~parents, the parent(s) or court order shall indicate the residence to determine the~~
342 ~~student's school attendance boundary. Absent agreement or court order, the~~

343 Superintendent/designee will determine the residence for school attendance based upon
344 School Board policies and the best interest of the child.

345 k. Consistent with federal law, school personnel are strictly prohibited from
346 requesting/requiring documentation of the immigration status of students and families.

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

348 a. For good cause, such as but not limited to cases where the Principal/designee believes
349 that a student's enrollment information is inaccurate due to returned mail or reasonable
350 suspicion that the student is not residing at the claimed address, the following procedures
351 may be implemented at the discretion of the Superintendent/Principal or the
352 Superintendent's/Principal's designee (based on sufficient resources):

353 i. The Property Appraiser's website (PAPA) may be examined to determine the
354 parent's homestead (primary residence) location. The homestead address of the
355 parent or legal guardian will be used as a factor to determine the student's
356 assigned school. A conflicting address indicates that further investigation is
357 required.

358 ii. A call may be made or a letter may be sent to the parent(s)/legal guardian(s) who
359 have conflicting address information, requesting that the parent(s)/legal
360 guardian(s) update enrollment information.

361 iii. The Superintendent/Principal or the Superintendent's/Principal's designee may
362 also require submission of an "Affidavit of Residence" accompanied by the
363 "Additional Proof of Residence Requirements", outlined below. The Affidavit of
364 Residence form ([PBSD 1866](#)) is incorporated herein by reference, and is
365 available on the District's web site, and shall be verified under penalties of perjury
366 pursuant to Fla. Stat. § 92.525.

367 iv. If the Principal/designee has reasonable suspicion that the information contained
368 in the Affidavit is no longer accurate, the Principal/designee may request the
369 parent(s)/legal guardian to submit a new Affidavit. The Principal/designee may
370 ask that the Affidavit be verified at any time during the school year it is in effect.

371 v. The above activities may be conducted by the school center to the extent allowed
372 by existing resources. In cases of limited resources, the Principal/designee may
373 request assistance from the central office by contacting the Superintendent's
374 designee.

375 b. Additional Proof of Residence Requirements.-- When requested (and in addition to the
376 two proofs of domicile reflecting correct residential address under Section (1)(b) above),
377 the parent/legal guardian/emancipated student shall have 10 calendar days to provide
378 sufficient documentation to the Principal/designee to validate primary residence of the
379 student as outlined within this Policy in Section 7(b) below and must present a signed
380 Affidavit of Residence (PBSD 1866) as well as one current document from *each of the*
381 *three columns* in the table below (ORIGINAL documentation is required and copies are
382 not accepted; District staff will make copies of all originals, except passports) to satisfy
383 the proof of residence requirements:

Additional Proof of Residence Requirements
(when required, a document from each column must be presented along with a signed Affidavit of
Residence, PBSD 1866)

<p>If applicable, "Person Acting as a Parent" form, PBSB 1543, and proof relating to that issue may also be required.</p>		
<p>i ONE of the following ORIGINAL DOCUMENTS with parent/legal guardian's Picture ID from the following list (used for parental identification only):</p> <p>A. current Florida State Driver's License (if copied by school, may block out license number); or</p> <p style="padding-left: 40px;">B. current Florida ID Card; or</p> <p style="padding-left: 40px;">C. valid Passport (passport will not be copied) or consulate-issued photo ID; or</p> <p>D. valid employee photo ID.</p>	<p>ii ONE of the following ORIGINAL DOCUMENTS with parent/legal guardian's name and address:</p> <p>E. current, valid vehicle registration; or</p> <p style="padding-left: 40px;">F. current credit card statement (may block out account number); or</p> <p style="padding-left: 40px;">G. current bank statement (may block out account number) issued within 35 days before the date of registration; or</p> <p style="padding-left: 40px;">H. current Florida voter registration card; or</p> <p style="padding-left: 40px;">I. current utility bill: FPL, water, etc.; or</p> <p>J. current non-cellular telephone bills.</p>	<p>iii ONE of the following ORIGINAL DOCUMENTS with parent/legal guardian's name and address:</p> <p>K. current Palm Beach County property tax bill of primary residence with parent/guardian's name and property address, indicating homestead exemption or</p> <p style="padding-left: 40px;">L. current residential rental or lease agreement with parent/legal guardian's name and address, as well as manager or owner's name and phone number, and record of last 2 payments (cancelled checks); or</p> <p style="padding-left: 40px;">M. current homeowners/renters insurance policy; or</p> <p>N. Declaration of Domicile (notarized and recorded).</p>

384 ~~Other documents or information may be accepted as "proof of residency" only under extenuating or~~
385 ~~hardship circumstances.~~

386 ~~A Post Office box, private mail box (PMB)/mail drop address, or commercial establishment address~~
387 ~~does not meet residency requirements. Only residential street addresses are accepted. All proofs~~
388 ~~submitted must show the residential Palm Beach County address. The residential address of a relative or~~
389 ~~friend of the student/parent does not meet student residency requirements unless the student actually~~
390 ~~lives with the relative or friend as the student's primary residence and the criteria in Section 6 below apply~~
391 ~~and are followed.~~

392 ~~The name and address from all three sources must match. A P.O. Box or PMB address is not a~~
393 ~~valid proof of residence or domicile. A hotel address is a temporary mode of residency and it should be~~
394 ~~treated as such.~~

395 ~~If the student(s) resides with the parent/legal guardian and/or someone else temporarily who~~
396 ~~resides in the school's boundary area, the parent must submit an "Affidavit of Residence," signed by the~~
397 ~~parent/legal guardian and the owner or lessee with whom the parent is residing under penalties of perjury.~~

398 ~~The only portions of the address documentation permitted to be redacted are such items as bank~~
399 ~~and credit card account numbers. If any additional portions of the address documentation are redacted,~~
400 ~~the document(s) will not be accepted as valid proof of residence.~~

401 ~~Consistent with federal law, school personnel are strictly prohibited from requesting or requiring~~
402 ~~documentation of the immigration status of students and families.~~

403 ~~For good cause, at the Principal's/designee's discretion, specific proof of residence from the table~~
404 ~~under Section 2(b) may be requested to confirm the validity of other documents submitted (i.e. a valid~~
405 ~~mortgage with a current utility bill).~~

406 ~~**Submission of False Information, Additional Investigation, and Enforcement**~~

407 ~~Florida Statutes § 837.06 provides that whoever knowingly makes a false statement in writing with~~
408 ~~the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a~~
409 ~~misdemeanor of the second degree. Additionally, a person who knowingly makes a false declaration~~
410 ~~under penalties of perjury is guilty of the crime of perjury by false written declaration, a felony of the third~~
411 ~~degree under Fla. Stat. § 92.525.~~

412 ~~Families reported to be in violation of the residency requirements through the "Anonymous~~
413 ~~Residency Tip Line" (561-434-TIPS) may also be investigated, as outlined within this Policy.~~

414 ~~Students whose parent/legal guardians, (or, if emancipated, they) are found, after appropriate~~
415 ~~investigation, to have submitted false information in an effort to enroll a student in a school to which the~~
416 ~~student shall not have been assigned, shall, following the procedures within Section 7(a) or (b) below, as~~
417 ~~applicable, be withdrawn from the enrolled school at the end of the marking period or during the summer~~
418 ~~break, but the student will not be withdrawn prior to a potential pending appeal. However, a student may~~
419 ~~be withdrawn immediately if the parent/legal guardian/emancipated student agrees.~~

420 ~~Students who have moved and have provided legitimate change of address information may apply~~
421 ~~for reassignment under School Board Policy [5.015](#) through the end of the marking period or end of the~~
422 ~~school year. These students, if reassigned to their current school, will be referred for enrollment in the~~
423 ~~appropriate school within their school attendance boundary for the following school year if the assignment~~
424 ~~is based on residence.~~

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

430 ~~**Enrollment of Students Who are Experiencing Homelessness and Unaccompanied Youth**~~

431 ~~The McKinney-Vento Act, within 42 U.S.C. § 11434a, and Fla. Stat. § 1003.01(12) define homeless~~
432 ~~children and youths as children and youths who lack a fixed, regular, and adequate nighttime residence~~
433 ~~within the meaning of 42 U.S.C. § 11302 and the statutes state situations that are included.~~

434 ~~The school selection, enrollment and placement of students experiencing homelessness and~~
435 ~~unaccompanied youth are governed by School Board Policy [5.74](#).~~

436 ~~A School District of Palm Beach County New and Returning Registration form (PBSD-0636) should~~
437 ~~be completed by the homeless child's or youth's parent or legal guardian or, in the case of an~~
438 ~~unaccompanied student, the District's homeless education liaison, signed, and returned to the school.~~

439 ~~School centers should work with the Assistant Superintendent of Safety and Learning Environment~~
440 ~~or designee and the homeless shelter to obtain the necessary enrollment documents.~~

441 ~~Under no circumstances will students who are experiencing homelessness be withdrawn due to lack~~
442 ~~of appropriate enrollment documentation.~~

443 ~~Children awaiting foster care placement through the Department of Children and Families are~~
444 ~~considered children experiencing homelessness.~~

445 ~~**Enrollment of Students Who Are in Foster Care**~~

446 ~~The registration process for foster care students shall be conducted in private in order to protect the~~
447 ~~student's confidentiality. No student in shelter or foster care should be denied entrance to school due to a~~
448 ~~missing form. For issues concerning foster care, contact the Student Intervention Services Department.~~

449 ~~If the student lives in a residence licensed by the Department of Children and Families (DCF), the~~
450 ~~student may be enrolled in the school that serves that licensed residence.~~

451 ~~Enrollment may also be governed by any agreements between the Florida Department of Education~~
452 ~~and/or the School Board and DCF.~~

453 ~~**Persons Acting as Parent**~~

454 ~~For purposes of establishing student residency, a "parent" is defined as either or both natural or~~
455 ~~adoptive parent(s) of the student, the student's legal guardian, a person in a parental relationship to the~~
456 ~~student, or a person exercising supervisory authority over the student in place of the parent, pursuant to~~
457 ~~Fla. Stat. § 1000.21(5).~~

458 ~~The student must actually reside with the parent or Person Acting as Parent as the student's~~
459 ~~primary residence, and, for a person acting as a parent, the student has the burden to show that the~~
460 ~~residency is not incident to his/her eligibility to enroll in a particular school attendance boundary.~~

461 ~~For purposes of this Policy, "primary residence" means the residence in which the child spends~~
462 ~~most of his or her time.~~

463 ~~A Person Acting as Parent must complete form PBSA 1543, which is incorporated herein by~~
464 ~~reference and is available on the District's web site.~~

465 ~~When a student lives with an adult other than the natural or adoptive parent or legal guardian~~
466 ~~because of severe family hardship, evidence in support of such an arrangement shall be presented to the~~
467 ~~principal of the affected school on the Affidavit of Person Acting as Parent Form PBSA 1543. If the~~
468 ~~person's role is in lieu of the natural or adoptive parent, the written notarized statement of the natural or~~
469 ~~adoptive parent or guardian may be waived by the principal/designee if the person has proof of the~~
470 ~~unavailability of the parent, such as incarceration, child abandonment, or living in a foreign country. The~~
471 ~~acceptance of the statements within the affidavit shall be at the discretion of the school principal/designee~~
472 ~~and may be based upon verified documented proof from the table in Section 2(b) above, further~~
473 ~~documentation concerning the issue of the person acting as a parent, and other verified sources including~~
474 ~~public records searches, investigations and reports. Yet, if this situation involves a student experiencing~~
475 ~~homelessness or an unaccompanied youth, the provisions within Section 4 above control.~~

476 ~~Affidavits are valid for one school year only and expire at the end of the school year. The~~
477 ~~information contained in the affidavit may be verified as allowed by law at any time during the school year~~
478 ~~it is in effect.~~

479 ~~A parent residing in Palm Beach County is **not** permitted to request that his/her student live with~~
480 ~~someone other than the parent (i.e., aunt, friend, grandparent, etc.) residing in a different school~~
481 ~~boundary in order for the student to attend school in that boundary. The student must enroll in the school~~
482 ~~within the student's school attendance boundary based on the residence of the parent unless other valid~~
483 ~~legitimate documentation and proof can be provided that parental rights have been transferred, the~~
484 ~~student is emancipated, or for compassionate or hardship reasons.~~

485 ~~Students who are found, after appropriate investigation, not to be residing with the Person Acting as~~
486 ~~Parent as their primary residence, shall be withdrawn, following the procedures within Section 8(a) or 8(b)~~
487 ~~below, as applicable, from the enrolled school at the end of the marking period or during the summer~~
488 ~~break (or immediately if the parent/legal guardian/emancipated student agrees), but the student will not~~
489 ~~be withdrawn prior to a potential pending appeal.~~

490 ~~Enrollment, School Selection and Assignment of Students in Extra-Curricular Training~~
491 ~~Academies~~

492 ~~The enrollment, school selection, and assignment of students residing in an extra-curricular training~~
493 ~~academy and not otherwise governed by § 1003.57(2)(a), Fla. Stat. shall be governed by this section. The~~
494 ~~express purpose of this provision is to prevent overcrowding of schools and Class Size Reduction non-~~
495 ~~compliance due to the concentration of students living at a single facility.~~

496 ~~The assignment of students who reside in extra-curricular training academies will not be assigned to~~
497 ~~a school based upon the address of the extra-curricular training academy facility, but instead the assigned~~
498 ~~school will be based on the student's parents' primary address or administrative reassignment as set forth~~
499 ~~in Policy 5.015.~~

500 ~~Process.~~

501 ~~Complete Person Acting as Parent – Extra-Curricular Training Academy Form~~
502 ~~(PBSD Form 2416) which is incorporated herein by reference and is available on~~
503 ~~the District's web site.~~

504 ~~i. Submit an application for reassignment pursuant to Policy 5.015. Schools not listed~~
505 ~~on the current reassignment list shall not be available or considered in the~~
506 ~~absence of extenuating circumstances.~~

507 ~~ii. Person Acting as Parent – Extra-Curricular Training Academy Forms are valid for~~
508 ~~one school year only and expire at the end of the school year. The information~~
509 ~~contained in the form may be verified as allowed by law at any time during the~~
510 ~~school year it is in effect.~~

511 ~~iii. Students who are found, after appropriate investigation, not to be residing at the~~
512 ~~extra-curricular training academy as their primary residence, shall be withdrawn,~~
513 ~~following the procedures within Section 8(a) or 8(b) below, as applicable, from~~
514 ~~the enrolled school at the end of the marking period or during the summer break~~
515 ~~(or immediately if the parent/legal guardian/emancipated student agrees), but the~~
516 ~~student will not be withdrawn prior to a potential pending appeal.~~

517 ~~The extra-curricular training academy shall be responsible for providing all student transportation.~~

518 ~~Eligibility of students residing at an extra-curricular training academy to participate in athletics at the~~
519 ~~assigned school shall be subject to clearance by the Florida High School Athletic Association.~~

520 ~~Assignment to Correct School~~

521 ~~If the Principal/designee determines that a student attempting to enroll in a school resides in a~~
522 ~~school attendance boundary which is outside the boundary for that school (except for a student with an~~
523 ~~approved alternative method of assignment or reassignment), the Principal/designee will assist the~~
524 ~~parents/legal guardians/emancipated student in enrolling the student in the correct school. The~~
525 ~~parent/legal guardian/emancipated student shall have 10 calendar days in which to appeal the decision~~
526 ~~not to enroll the student in the requested school. The Principal/designee will notify the parent/legal~~
527 ~~guardian where to file any appeal, i.e.: with the Principal of the school denying enrollment, or the Principal~~

528 of the school for the parents' primary residence (as determined by the homestead location or other
529 factors), or the Superintendent's designee.

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

539 ~~If, after the parent's/legal guardian's/emancipated student's 10-day opportunity to~~
540 ~~provide further information, the school Principal/designee determines that~~
541 ~~insufficient documentation exists to prove that the student resides within the~~
542 ~~school attendance boundary or that the person is acting as a parent, the~~
543 ~~Principal/designee will so notify the parent/legal guardian/emancipated~~
544 ~~student/person acting as a parent and provide information on the right to appeal~~
545 ~~and the types of documentation required (included herein).~~

546 ~~i. If, after additional documentation and an appeal, if filed, pursuant to Section 8~~
547 ~~below, the student enrollment is determined to be improper, the student will be~~
548 ~~withdrawn and reassigned to the appropriate school at the end of the marking~~
549 ~~period, during the summer break, or sooner if the parent/legal~~
550 ~~guardian/emancipated student agrees.~~

551 ~~ii. If no appeal is filed, the student will be withdrawn at the end of the marking period.~~

552 ~~iii. However, during the appeal process set forth below, the student: a) if already~~
553 ~~enrolled, will remain in his or her current school, or b) if denied enrollment in the~~
554 ~~requested school, will be registered to attend the school the District determined is~~
555 ~~the appropriate school.~~

556 ~~Appeal~~

557 ~~If the parent/legal guardian/emancipated student believes that the Principal/designee's~~
558 ~~determination has been made in error, the parent/legal guardian/emancipated student shall have 10~~
559 ~~calendar days from the date on the letter notifying them of their child's withdrawal from the current school~~
560 ~~to file an appeal. The appeal shall be filed in writing with any relevant additional documentation to the~~
561 ~~Principal/designee or the Superintendent's designee and date stamped received.~~

562 ~~After a written request for an appeal is received from a parent/legal guardian/emancipated student,~~
563 ~~the Superintendent's designee will review the enrollment documentation provided on behalf of the student~~
564 ~~as well as information provided by the school and District and may seek other information through further~~
565 ~~investigation. Historical and current documentation from all of the columns in the table within Section 2(b)~~
566 ~~above must be provided by the parent/legal guardian/emancipated student. Exceptions allowed are in~~
567 ~~Sections 2(c), 6(d), 4 and 5 above. The Superintendent's designee shall review the documentation and~~
568 ~~information available, as well as the following:~~

569 ~~unique and temporary circumstances such as temporary housing arrangements;~~

570 ~~i. fire or other severe damage to a primary residence; or~~

571 ~~ii. other unique hardship circumstances which are not self-imposed.~~

572 ~~— The Superintendent's designee will send a written notification to the parent/legal~~
573 ~~guardian/emancipated student of the time, date, and location of the appeal meeting and advise the~~
574 ~~parent/legal guardian/emancipated student of the meeting procedures stated within Section 8 (d) below.~~

575 ~~— If the persons appealing on behalf of the student appear at the appeal meeting, they shall be given~~
576 ~~10 minutes in total (although the Superintendent's designee may agree to extend the time) to present the~~
577 ~~basis of their appeal, their argument and any additional information. At the conclusion of presentation, the~~
578 ~~Superintendent's designee and any other District staff present will have an opportunity to ask questions~~
579 ~~and receive answers. The school and District staff and/or agents may then have 10 minutes (although the~~
580 ~~Superintendent's designee may agree to extend the time) to make their presentation and any additional~~
581 ~~information, followed by any questions from the Superintendent's designee. The Superintendent's~~
582 ~~designee will thereafter reach his/her final decision as soon as practicable.~~

583 ~~— Within ten (10) calendar days from the date of the Superintendent's designee decision, the area~~
584 ~~superintendent, parent/legal guardian/emancipated student, and principals of the current and, if~~
585 ~~applicable, future schools will be sent written notification of the decision.~~

586 ~~The decision of the Principal/designee (if there is no appeal) or the Superintendent's designee (if there is~~
587 ~~an appeal) will be binding and remain the District's decision absent a change of circumstances~~
588 ~~concerning the residence of the child as established by evidence, unless an administrative hearing is~~
589 ~~required by law for cases where primary residence is determined to be outside of Palm Beach County.~~

590 **STATUTORY AUTHORITY:** Fla. Stat. §§ 1001.41(1), (2) & (6); 1001.42
591 (25); 1001.43(1)

592 **LAWS IMPLEMENTED:** Fla. Stat. §§ 1001.41(6); 1001.42(4)(a),(6); 1002.31;
593 1003.01(12); 1003.21; 39.0016; 42 U. S.C. §§ 11431-11436

594 **HISTORY:** 7/11/2007; 8/10/2011-ER; ___/___/2012

Legal Signoff:

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

Bruce A. Harris for Laura P. Lucas
Attorney

Date 6/5/12



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	

Student Legal name (last, first, middle)	Student Former Name or AKA (if applicable)
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Student 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 Day or 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

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

Student Resident Status

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

Student Country of Birth <input type="checkbox"/> USA 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
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)	<input type="checkbox"/> Marines

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

Specify Language

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 _____

What language(s) are spoken by student? _____ Parent/Guardian? _____

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

*** IMPORTANT, EVERYONE MUST ANSWER QUESTIONS A - D BELOW ***

A. Is there Court Order **barring either parent from removing the student** from school? Yes No
If yes, **provide school with a copy** of the applicable Court Order.

B. Do parents have **shared (or joint) parental rights and responsibility**? Yes No If no, **provide the school** with a copy of the Court Order which limits either parent's parental rights or responsibilities regarding the student.

C. Does either parent have **final decision making authority regarding educational decisions** for the student?
 Yes No If yes, **provide the school with a copy** of the Court Order stating that one parent has final parental decision making authority regarding education.

D. Is there a **Temporary Restraining Order, Permanent Restraining Order, Order of No Contact, or other Court Order** that restricts or impacts access to the student by anyone, including a parent? Yes No
If yes, **provide school with a copy** of the applicable 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) (Physician provides form authorizing medications given to student at school).
--	---

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, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, date and place of birth, and most recent previous school attended, in annual yearbooks, 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, releases, articles, and photographs. I also provide permission for the release by the school or District to the media and governmental entities of my child's name, grade, school name and honors my child has received for public announcement of recognition of my student's accomplishments. **I understand that without checking the permission box** my child's name and photograph cannot and will not be included in any publications or presentation, 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, check the box stating you want your child to participate.

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
Affidavit of Person Acting as Parent
for Extra Curricular Training Academy

The purpose of this form is to verify the status of a person acting as parent for students residing at an extracurricular training academy and the use of the form is subject to the provisions within School Board Policy 5.011. Complete this affidavit and submit in conjunction with the Application for Student Reassignment, PBSB 0249 (pursuant to School Board Policy 5.01).

I, (name of person acting as parent) am acting as parent for the following named child or children (print name of child or children):

The child (or children) named above is (are) currently residing at the address below in Palm Beach County, and this is the child (children)'s primary residence. The primary residence is defined as the home in which the child (children) spends most of his/her (their) time.

Extra Curricular Training Academy Name
Street /city/zip code

Provide the following information for the natural/adoptive parent(s)/guardian(s):

Name(s):
Address(es):
Telephone number(s):

The natural or adoptive parent(s)/guardian(s) and person acting as parent acknowledge that the extra curricular training facility is responsible for providing all student transportation.

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

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

Signature of Person Acting as Parent 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

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

Signature of Natural/Adoptive Parent Date

Signature of Natural/Adoptive Parent Date

STATE OF ___, COUNTY OF ___
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 ___ Print, Type, or Stamp Commissioned Name of Notary Public, Commission Number and Expiration Date

FOR OFFICE USE ONLY: Child/Children Name(s) and Student ID Number(s)

Blank box for office use only.



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 6(d) 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*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF LEGAL SERVICES

Affidavit of Person Acting as Parent

The purpose of this form is to verify the status of a person acting as parent pursuant to School Board Policy 5.011. Complete this affidavit and submit to the student's school. Only notarized forms will be accepted. This form does not apply to homeless students. Submittal of this form does not guarantee enrollment at this school. The person acting as parent has the burden to show that the students' residence is not incident to the students' eligibility to enroll in a particular school's boundary and is due to extenuating circumstances.

I, (name of guardian/person acting as parent) _____

am acting as parent for the following named child or children (print name of child or children):

I (person acting as parent/guardian) am currently residing with the above-named child(ren) at the residential address below in Palm Beach County, and this is the child(ren)'s primary residence. The primary residence is defined as the home in which the child(ren) spends most of his/her (their) time. Exceptions may include certain court-approved agreements for Shared Parental Responsibility (street/city/zip code):

This verification is necessary in order for the child or children named above to attend (school name):

Pursuant to Florida Statutes §1000.21, I qualify as a person acting as "Parent" under the following circumstance (check one only)

- Guardian of a student (legal guardianship papers are required)
Person in a parental relationship (Proof Required - written notarized statement from the natural parent or guardian explaining why and how this person is acting as a parent. Provide address and telephone number of natural parent below.)
Person exercising supervisory authority over a student in place of a parent (Proof Required - written notarized statement from the natural parent or guardian explaining why they are unable to perform in a parental role is required, except as stated within Policy 5.011. Provide address and telephone number of natural parent below.)

Note: If the natural parent or guardian is unavailable (such as having abandoned the child, incarceration, or living in a foreign country), the requirement for a notarized statement is waived.

Address of natural parent: _____

Natural parent telephone number(s): _____

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.

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



Signature of Person Acting as Parent/Guardian

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

Interoffice Use Only: Central Office Approval Required [] Yes [] No Approval Granted [] Yes [] No [] NA

Signature of Superintendent's Designee

Date