



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 June 15, 2011. At the development reading, a Board Member recommended that we check into compliance with address verification requirements for Virtual students. Staff checked with the Virtual School Principal, as well as the Home School office, and their staff confirmed that students must provide proof of residence, just as all other District students do, consistent with address verification policies. In addition, the following language was added at line 8: “This policy shall be construed consistently with H.B. 7197 (2011) relating to residency requirements concerning Virtual Instruction.”
- Revisions include:
 - revises process for establishing proof of residency;
 - revises forms and updated statutory references;
 - clarifies and sets forth the process for appealing decisions relating to the District determination of student residence;
 - conformity with Policies 5.01 and 5.74;
 - allows schools based on reasonable suspicion to question proof submitted;
 - provides standards for use and accepting of person acting as parent form and does not allow use of form from a private academy where parents do not live in Palm Beach County;
 - sets forth standards for determining assigned school if parents reside in different school attendance boundaries.

POLICY 5.011

STUDENT RESIDENCE ENROLLMENT REQUIREMENTS

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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. This policy shall be construed consistently with H.B. 7197
9 (2011) relating to residency requirements concerning Virtual Instruction.

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

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

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

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

23 iv. mortgage;

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

26 vi. automobile insurance policy;

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

28 viii. ~~cellular telephone bill;~~

29 viii. credit card statement;

30 ix. United States Postal Service confirmation of address change request or
31 evidence of correspondence;

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

71 j. For good cause, at the Principal/designee's discretion, specific proof-of-
72 residence from the options under Section 1(b) may be requested to confirm
73 the validity of other documents submitted (i.e. a valid mortgage with a current
74 utility bill).

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

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

82 i. The Property Appraiser's website (PAPA) ~~will~~ may be examined to
83 determine the parent's homestead (primary residence) location. The
84 homestead address of the parent or legal guardian will be used as a
85 factor to determine the student's assigned school. A conflicting address
86 indicates that further investigation is required.

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

90 iii. The Superintendent/Principal or the Superintendent's/Principal's designee
91 may also require submission of an "Affidavit of Residence" accompanied
92 by the "Additional Proof-of-Residence Requirements", outlined below.
93 The Affidavit of Residence form (PBSD 1866) is incorporated herein by
94 reference, and is available on the District's web site at
95 www.palmbeachschools.org/Forms/Index.asp, and shall be verified under
96 penalties of perjury pursuant to Fla. Stat. § 92.525.

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

102 v. The above activities ~~will~~ may be conducted by the school center to the
103 extent allowed by existing resources. In cases of limited resources, the
104 Principal/designee may request assistance from the central office by
105 contacting the Superintendent's designee.

106 b. Additional Proof-of-Residence Requirements.-- When ~~required~~ requested (and
107 in addition to the two proofs of domicile reflecting correct residential address
108 under Section (1)(b) above), the parent/or legal guardian/emancipated

109 student shall have 10 calendar days to provide sufficient documentation to the
 110 Principal/designee to validate primary residence of the student as outlined
 111 within this Policy in Section 7(b) below and must present a signed Affidavit of
 112 Residence (PBSD 1866) as well as one current document from *each of the*
 113 *three columns* in the table below (ORIGINAL documentation is required and
 114 copies are not accepted; District staff will make copies of all originals, except
 115 passports) to satisfy 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) <u>If applicable, “ Person Acting as a Parent” form, PBSD 1543, and proof relating to that issue may also be required.</u>		
i. ONE of the following <u>ORIGINAL</u> DOCUMENTS with <u>Pparent/legal</u> <u>Gguardian’ s</u> Picture ID from the following list (used for parental identification only): A. current Florida State Driver’ s License <u>(if copied</u> <u>by school, may</u> <u>block out license</u> <u>number)</u> ; or B. current Florida ID	ii. ONE of the following <u>ORIGINAL</u> DOCUMENTS with parent/ <u>legal</u> guardian’ s name and address: A. current, valid vehicle registration; or B. current credit card statement (may block out account number); or C. current bank statement (may block out account	iii. ONE of the following <u>ORIGINAL DOCUMENTS</u> with parent/ <u>legal</u> guardian’ s name and address: A. current Palm Beach County property tax bill of primary residence with parent/guardian’ s name and property address, indicating homestead exemption; or B. current residential rental or lease

<p>Card; or</p> <p>C. valid Passport (passport will not be copied) or consulate-issued photo ID; or</p> <p>D. valid employee photo ID.</p>	<p>number) issued within 35 days before the date of registration; or</p> <p>D. current Florida voter registration card; or</p> <p>E. current utility bill: FPL, water, etc.; or</p> <p>F. current non-cellular telephone bills.</p>	<p>agreement with parent/<u>legal</u> 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>C. current homeowners/renters insurance policy; or</p> <p>D. Declaration of Domicile (notarized and recorded).</p>
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- 117 c. Other documents or information may be accepted as "proof of residency" only
118 under extenuating or hardship circumstances.
- 119 d. A Post Office box, private mail box (PMB)/mail drop address, or commercial
120 establishment address does not meet residency requirements. Only
121 residential street addresses are accepted. All proofs submitted must show the
122 residential Palm Beach County address. The residential address of a relative
123 or friend of the student/parent does not meet student residency requirements
124 unless the student actually lives with the relative or friend as the student's
125 primary residence- and the criteria in Section 6 below apply and are followed.
- 126 e. The name and address from all three sources must match. A P.O. ~~b~~Box or
127 PMB address is not a valid proof of residence or domicile. A hotel address is
128 a temporary mode of residency and it should be treated as such.
- 129 f. If the parent/guardian student(s) resides with the parent/legal guardian and/or
130 someone else temporarily who resides in the school's boundary area, the

131 parent must submit an "Affidavit of Residence," signed by the parent/legal
132 guardian and the owner or lessee with whom the parent is residing under
133 penalties of perjury.

134 g. The only portions of the address documentation permitted to be redacted are
135 such items as bank and credit card account numbers. If any additional
136 portions of the address documentation are redacted, the document(s) will not
137 be accepted as valid proof-of-residence.

138 h. School personnel are strictly prohibited from requesting or requiring
139 documentation of the immigration status of students and families.

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

144 **3. Submission of False Information; Additional Investigation, and Enforcement**

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

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

154 c. Students whose parent/legal guardians, (or, if emancipated, they) are found,
155 after appropriate investigation, to have submitted false information in an effort
156 to enroll a student in a school to which the student shall not have been
157 assigned, shall, following the procedures within Section 7(a) or (b) below, as
158 applicable, be withdrawn from the enrolled school at the end of the current
159 nine-weeks' marking period and referred for enrollment in the appropriate
160 boundaried school, or during the summer break, but the student will not be
161 withdrawn prior to a potential pending appeal. However, a student may be
162 withdrawn immediately if the parent/legal guardian/emancipated student
163 agrees.

164 d. Students who have moved and have provided legitimate change of address
165 information may apply for reassignment under School Board Policy 5.015
166 through the end of the marking period or end of the school year. These
167 students, if reassigned to their current school, will be referred for enrollment in
168 the appropriate school within their school attendance zone for the following

169 school year if the assignment is based on residence.

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

176 4. **Enrollment of Students Who are Experiencing Homelessness and**
177 **Unaccompanied Youth**

178 a. ~~Homeless students are defined in Fla. Stat. § 1003.01(12) and include~~
179 ~~students who are without a fixed, regular and adequate residence. According~~
180 ~~to the McKinney-Vento Act (Section 725), 42 U.S.C. § 11432(g) (3) (A)-(C),~~
181 ~~homeless students are to be enrolled in the school immediately that meets the~~
182 ~~"best interest" of the student. Homeless children must be admitted to the~~
183 ~~school where they or their families live. [Florida Statute 1003.21 (1) (f)].~~
184 ~~Arrangements are to be made for immunizations, transportation and all other~~
185 ~~school services. Appropriate student school and grade level placement as well~~
186 ~~as completion of required immunizations and physical examination shall occur~~
187 ~~within 30 days of enrollment. The McKinney-Vento Act, within 42 U.S.C. §~~
188 ~~11434a, and Fla. Stat. § 1003.01(12) define homeless children and youths as~~
189 ~~children and youths who lack a fixed, regular, and adequate nighttime~~
190 ~~residence within the meaning of 42 U.S.C. § 11302 and the statutes state~~
191 ~~situations that are included.~~

192 b. The school selection, enrollment and placement of students experiencing
193 homelessness and unaccompanied youth are governed by School Board
194 Policy 5.74.

195 c. A School District of Palm Beach County New and Returning Registration form
196 (PBSD 0636) should be completed by the student's homeless child's or
197 youth's parent(s)/ or legal guardian(s), or, in the case of an unaccompanied
198 student, the District's homeless education liaison, signed, and returned to the
199 school. ~~School personnel are strictly prohibited from requesting or requiring~~
200 ~~documentation of the immigration status of students and families.~~

201 d. School centers should work with the Director of Student Intervention Services
202 and the homeless shelter to obtain the necessary enrollment documents.

203 e. Under no circumstances will students who are homeless experiencing
204 homelessness be withdrawn due to lack of appropriate enrollment
205 documentation.

206 f. Children awaiting foster care placement through the Department of Children

207 and Families are considered children experiencing homelessness.

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

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

213 b. If the student lives in a residence licensed by the Department of Children and
214 Families (DCF), the student may be enrolled in the school that serves that
215 licensed residence.

216 c. Enrollment may also be governed by any agreements between the Florida
217 Department of Education and/or the School Board and DCF.

218 **6. Persons Acting as Parent**

219 a. For purposes of establishing student residency, a "*parent*" is defined as either
220 or both natural or adoptive parent(s) of the student, the student's legal
221 guardian, a person in a parental relationship to the student, or a person
222 exercising supervisory authority over the student in place of the parent,
223 pursuant to Fla. Stat. § 1000.21(5).

224 b. The student must actually reside with the parent or Person Acting as Parent as
225 the student's primary residence, and, for a person acting as a parent, the
226 student has the burden to show that the residency is not incident to his/her
227 eligibility to enroll in a particular school attendance zone.

228 c. For purposes of this ~~section~~ Policy, "primary residence" means the residence
229 in which the child spends most of his or her time.

230 d. A Person Acting as Parent must complete form PBSO 1543, which is
231 incorporated herein by reference and is available on the District's web site at
232 www.palmbeachschools.org/Forms/Index.asp.

233 e. When a student lives with an adult other than the parent or legal guardian
234 because of severe family hardship, evidence in support of such an
235 arrangement shall be presented to the principal of the affected school on the
236 Affidavit of Person Acting as Parent Form PBSO 1543. The acceptance of the
237 statements within the affidavit shall be at the discretion of the school
238 principal/designee and may be based upon verified documented proof from
239 the table in Section 2(b) above, further documentation concerning the issue of
240 the person acting as a parent, and other verified sources including public
241 records searches, investigations and reports. Yet, if this situation involves a
242 student experiencing homelessness or an unaccompanied youth, the

- 243 provisions within Section 4 above control.
- 244 f. Affidavits are valid for one school year only and expire at the end of the school
245 year. The information contained in the affidavit may be verified as allowed by
246 law at any time during the school year it is in effect.
- 247 g. A parent residing in Palm Beach County is **not** permitted to request that
248 his/her student live with someone other than the parent (i.e., aunt, friend,
249 grandparent, etc.) residing in a different school boundary in order for the
250 student to attend school in that boundary. The student must enroll in the
251 school within the student's school attendance zone based on the residence of
252 the parent unless other valid legitimate documentation and proof can be
253 provided that parental rights have been transferred, the student is
254 emancipated, or for compassionate or hardship reasons.
- 255 h. A Person Acting as Parent Form PBSB 1543 will not be accepted from an
256 employee, agent or other person acting for or on behalf of a private academy
257 in situations where the proposed student's parent does not reside in Palm
258 Beach County. It is the intent of this provision to prohibit students attending a
259 private academy and whose parents reside out-of-county from enrolling in
260 public schools.
- 261 i. Students who are found, after appropriate investigation, not to be residing with
262 the Person Acting as Parent as their primary residence, shall be withdrawn,
263 following the procedures within Section 7(a) or 7(b) below, as applicable, from
264 the enrolled school at the end of the marking period or during the summer
265 break (or immediately if the parent/legal guardian/emancipated student
266 agrees), but the student will not be withdrawn prior to a potential pending
267 appeal.

268 7. Assignment to Correct School

- 269 a. If the Principal/designee determines that an enrolling a student attempting to
270 enroll in a school resides in a SAC school attendance boundary which is
271 outside the school boundary for that school (except for a student with an
272 approved alternative method of assignment or reassignment), the
273 Principal/designee will assist the parents or /legal guardians/emancipated
274 student in enrolling the student in the correct school. The parent/legal
275 guardian/emancipated student shall have 10 calendar days in which to appeal
276 the decision not to enroll the student in the requested school. The
277 principal/designee will notify the parent/legal guardian where to file any
278 appeal, i.e.: with the Principal of the school denying enrollment, or the
279 Principal of the school for the parents' primary residence (as determined by
280 the homestead location or other factors), or the Superintendent's designee.
- 281 b. When the student is already enrolled in the school and it is determined that

282 there is a discrepancy in address documentation on file (via returned mail,
283 anonymous tips that have been researched, random checks, investigation, or
284 discrepancies in public records such as the Property Appraiser's Records
285 and/or Voter Registration records, or by other reasonable means), at the
286 discretion of the Superintendent/Principal or the Superintendent's/Principal's
287 designee (based on sufficient resources), the parent/legal guardian shall have
288 10 days be required to provide sufficient documentation within 10 calendar
289 days to the Principal/designee to validate primary residence of the student, as
290 outlined herein: within Section 2(b) of this Policy, including if the person is
291 acting as a parent. The Principal/designee may extend the time upon request
292 based on good cause.

293 i. If, after the parent's/legal guardian's/emancipated student's 10-day
294 opportunity to provide further information, the school Principal/designee
295 determines that insufficient documentation exists to prove that the student
296 resides within the school enrollment attendance boundary, or that the
297 person is acting as a parent, the student will be reassigned to the
298 appropriate school at the end of the nine-weeks' marking period. the
299 Principal/designee will so notify the parent/legal guardian/emancipated
300 student/person acting as a parent and provide information on the right to
301 appeal and the types of documentation required (included herein).

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

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

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

313 8. Appeal

314 a. If the parent/legal guardian/emancipated student believes that the
315 Principal/designee's determination has been made in error, the parent/legal
316 guardian/emancipated student shall have 10 calendar days from the date on
317 the letter notifying them of their child's withdrawal from the current school to
318 file an appeal, with the school Principal/designee who shall promptly forward
319 the appeal to the Superintendent's designee responsible for address
320 verification. The appeal shall be filed in writing with any relevant additional

321 documentation to the Principal/designee or the Superintendent's designee and
322 date stamped received.

323 b. ~~In considering an appeal, the appealing party may appear before the~~
324 ~~Superintendent's designee, who shall consider the documentation and~~
325 ~~information available. After a written request for an appeal is received from a~~
326 ~~parent/legal guardian/emancipated student, the Superintendent's designee will~~
327 ~~review the enrollment documentation provided on behalf of the student as well~~
328 ~~as information provided by the school and District and may seek other~~
329 ~~information through further investigation. Historical and current documentation~~
330 ~~from all of the columns in the table within Section 2(b) above must be provided~~
331 ~~by the parent/legal guardian/emancipated student. Exceptions allowed are in~~
332 ~~Sections 2(c), 6(d), 4 and 5 above. The Superintendent's designee shall~~
333 ~~review the documentation and information available, as well as the following:~~

334 i. unique and temporary circumstances such as temporary housing
335 arrangements;

336 ii. fire or other severe damage to a primary residence; or

337 iii. other unique hardship circumstances which are not self-imposed.

338 c. ~~The Superintendent's designee shall inform the appealing party of the~~
339 ~~decision. will send a written notification to the parent/legal~~
340 ~~guardian/emancipated student of the time, date, and location of the appeal~~
341 ~~meeting and advise the parent/legal guardian/emancipated student of the~~
342 ~~meeting procedures stated within Section 8 (d) below.~~

343 d. ~~If the persons appealing on behalf of the student appear at the appeal~~
344 ~~meeting, they shall be given 10 minutes in total (although the Superintendent's~~
345 ~~designee may agree to extend the time) to present the basis of their appeal,~~
346 ~~their argument and any additional information. At the conclusion of~~
347 ~~presentation, the Superintendent's designee and any other District staff~~
348 ~~present will have an opportunity to ask questions and receive answers. The~~
349 ~~school and District staff and/or agents may then have 10 minutes (although~~
350 ~~the Superintendent's designee may agree to extend the time) to make their~~
351 ~~presentation and any additional information, followed by any questions from~~
352 ~~the Superintendent's designee. The Superintendent's designee will thereafter~~
353 ~~reach his/her final decision as soon as practicable.~~

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

358 f. ~~The decision of the Principal/designee (if there is no appeal) or the~~

359 Superintendent's designee (if there is an appeal) will be binding and remain
360 the District's decision absent a change of circumstances concerning the
361 residence of the child as established by evidence, unless an administrative
362 hearing is required by law for cases where primary residence is determined to
363 be outside of Palm Beach County.

364 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1), (2), & (6); 1001.42(~~23~~) (25);
365 1001.43(1)

366 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41(6); 1001.42(4)(a), (6); 1002.31;
367 1003.01(12); 1003.21; 39.0016; 42 U.S.C. §§ 11431-11436

368 HISTORY: 7/11/2007; ___/___ 2011

Legal Signoff:

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

Attorney

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	

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)
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Student Soc. Sec. # (optional)	Student Home Telephone #	Best Parent/Guardian Contact Telephone Numbers Day or Cell	Evening or Cell
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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)	<i>VERIFICATION Office Use Only</i>
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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 <input type="checkbox"/> Other _____	If student's country of birth is not USA what date did the student enter USA? _____
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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 #
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PREVIOUS EDUCATION INFORMATION

Name of Last School Attended	Last School Attended Telephone	School Type (check one only) <input type="checkbox"/> public <i>charter schools included</i> <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 <input type="checkbox"/> USA Other _____	
Educational Plan If applicable check all that apply. Provide a copy of the plan with this registration. <input type="checkbox"/> Individual Education Plan (IEP) <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
Entry Disclosures (check all that apply) <input type="checkbox"/> The student has been arrested or prosecuted for a violation of a criminal statute resulting in a charge. <input type="checkbox"/> The student has been expelled from school. <input type="checkbox"/> Not applicable			
Student Residence Information Indicate who the student lives with (check only one) <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 <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

MOTHER OR GUARDIAN	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)	
FATHER OR GUARDIAN	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 - 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.

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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).
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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
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 and the use of the form is subject to the provisions within 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 as defined by Florida Statute 1003.01 (12). The Acceptance of the statements within this affidavit shall be at the discretion of the school principal/designee and may be based upon verified documented proof. 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.

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 court-approved custody agreement granting primary or dual custody. *(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 they are unable to perform in a parental role is required. 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. Provide address and telephone number of natural parent below.)

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



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DEPARTMENT OF LEGAL SERVICES

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. Students shall be assigned to schools based on residence of the student/parent/guardian within the attendance boundaries which have been established by the School Board.

I, *(name of parent/guardian/person acting as parent)*: _____
am the parent/guardian of the following named child(ren) *(print name of child(ren))*:

I *(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 court-approved custody agreement granting primary or dual custody. *(street /city/zip code)*:

Name and contact information of Owner/Lessor: _____

My contact phone number(s): _____

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

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(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/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