



**POLICY 5.011**

**5-B** I recommend that the Board approve development of the proposed new Policy 5.011, to be entitled “Student Residence Enrollment Requirements.”

[Contact: Kris Garrison, PX 48935.]

**Development**

**CONSENT ITEM**

- This proposed Policy was developed by the Address Verification Committee, chaired by the Planning Director, that has been meeting weekly for the past several months. This multi-departmental committee was charged with developing uniform procedures to ensure valid student address information and reduce false enrollment.
- A special meeting may be scheduled for final adoption of this Policy as soon as possible in July.

**POLICY 5.011**

**STUDENT RESIDENCE ENROLLMENT REQUIREMENTS**

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

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

7 b. Upon initial enrollment in the School District, proof of domicile is necessary in  
8 order to ensure that a student is enrolled in the boundaried or assigned  
9 school. Two proofs of domicile reflecting correct address are required to  
10 register a student. Examples of acceptable proof may include:

11 i. Current telephone or electric bill

12 ii. Rent receipt with the name of tenant and landlord and contact  
13 information.

14 iii. Lease agreement with name of tenant and landlord and contact  
15 information.

16 iv. Mortgage commitment

17 v. Automobile insurance

18 vi. Current Florida Driver's License/Florida Identification Card

19 vii. Cellular telephone bill

20 viii. Credit card statement

21 ix. United States Postal Service confirmation of address change request or  
22 evidence of correspondence

23 x. Declaration of Domicile form from County Records Department

24 c. Parents on behalf of all new and returning students also shall annually  
25 complete a "New and Returning Student Registration Form." The form shall be  
26 verified under penalties of perjury pursuant to Fla. Stat. § 92.525. A PDF  
27 version of the form can be found on the District's website at  
28 <http://www.palmbeach.k12.fl.us/SupplementalEducationalServices> (form

- 29           PBSD 0636).
- 30           d. At any time that a student's address changes, it is the parent's responsibility to  
31           immediately notify in writing the School District.
- 32           e. Parents are expected to obtain all of the required documentation before  
33           enrolling a child in school. In cases of homeless or foster care status, please  
34           refer to Section 4 below.

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

- 36           a. In cases of schools that exceed 100% of enrollment capacity, or in cases of  
37           returned mail, or for other good cause, the following procedures may be  
38           implemented at the discretion of the Superintendent/Principal/Designee:
- 39           i. The Property Appraiser's website (PAPA) will be examined to determine  
40           the parent's homestead (primary residence) location. A conflicting  
41           address indicates that further investigation is required.
- 42           ii. A call may be made or a letter may be sent to parent(s)/guardian(s) who  
43           have conflicting address information, requesting that parent update  
44           enrollment information.
- 45           iii. The Superintendent/Principal/designee may also require submission of an  
46           "Affidavit of Residence" accompanied by the "Proof of Residence  
47           Requirements", outlined below. The Affidavit of Residence form is  
48           available on the District web site at [url] (form PBSD 1866),  
49           and shall be verified under penalties of perjury pursuant to Fla. Stat. §  
50           92.525.
- 51           iv. The above activities will be conducted by the school center to the extent  
52           allowed by existing resources. In cases of limited resources, the Principal  
53           may request assistance from the central office by contacting the  
54           Superintendent.
- 55           b. Additional Proof-of-Residence Requirements.-- When required (and in addition  
56           to the two proofs of domicile reflecting correct residential address under  
57           Section (1)(b) above), the parent or legal guardian must present a signed  
58           Affidavit of Residence (PBSD 1866) as well as one current document from  
59           each of the three columns in the table below (ORIGINAL documentation is  
60           required and copies are not accepted; District staff will make copies of all  
61           originals) to satisfy the proof-of-residence requirements:

<b><u>Additional Proof-of-Residence Requirements</u></b> (when required, a document from <i>each column</i> must be presented along with a signed Affidavit of Residence, PBSD 1866)		
i. <u>ONE of the following ORIGINAL DOCUMENTS with Parent/Guardian's Picture ID from the following list (used for parental identification only):</u>  A. <u>current Florida State Driver's License; or</u>  B. <u>current Florida State ID Card; or</u>  C. <u>valid Passport (passport will not be copied) or consulate-issued photo ID; or</u>  D. <u>valid employee photo ID.</u>	ii. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u>  A. <u>current, valid vehicle registration; or</u>  B. <u>current credit card statement (may block out account number); or</u>  C. <u>current bank statement (may block out account number) issued within 35 days before the date of registration; or</u>  D. <u>current Florida voter registration card;</u>  E. <u>current utility bill: FPL, water, etc.;</u>  F. <u>current non-cellular telephone bills</u>	iii. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address):</u>  A. <u>current Palm Beach County property tax bill of primary residence with parent/guardian's name and property address, indicating homestead exemption; or</u>  B. <u>current residential rental or lease agreement with parent/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</u>  C. <u>current homeowners/renters insurance policy; or</u>  D. <u>Declaration of Domicile (notarized and recorded)</u>

- 62
- 63 c. Other documents or information may be accepted as "proof of residency" only
- 64 under hardship circumstances.
- 65 d. A Post Office box, private mail box (PMB)/mail drop address, or commercial
- 66 establishment address does not meet residency requirements. Only residential
- 67 street addresses are accepted. All proofs submitted must show the residential
- 68 Palm Beach County address. The residential address of a relative of the

69 student does not meet student residency requirements unless the student  
70 actually lives with the relative as the student's primary residence.

71 e. The name and address from all three sources must match. A P.O box or PMB  
72 address is not a valid proof of residence or domicile. A hotel address is a  
73 temporary mode of residency and it should be treated as such.

74 f. If the parent/guardian resides with someone else temporarily who resides in  
75 the school's boundary area, the parent must submit an "Affidavit of  
76 Residence," signed by the parent/guardian and the owner or lessee with whom  
77 the parent is residing under penalties of perjury.

78 3. **Submission of False Information; Enforcement**

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

85 b. Families reported to be in violation of the residency requirements through the  
86 "Anonymous Residency Tip Line" (561-434-XXXX) may also be investigated,  
87 as outlined above.

88 c. Students whose parents/guardians are found, after appropriate investigation,  
89 to have submitted false information in an effort to enroll a student in a school  
90 to which the student shall not have been assigned, shall be immediately  
91 withdrawn and referred for enrollment in the appropriate boundaried school.

92 d. Internal or external review personnel may be used to conduct random checks  
93 and to verify information provided. The District may pursue prosecution for  
94 any false information knowingly submitted.

95 4. **Enrollment of Students Who are Homeless**

96 a. Homeless students are defined in Fla. Stat. § 1003.01(12) and include  
97 students who are without a fixed, regular and adequate residence. According  
98 to the McKinney-Vento Act (Section 725), 42 U.S.C. § 11432(g)(3)(A)-(C),  
99 homeless students are to be enrolled in the school immediately that meets the  
100 "best interest" of the student. Homeless children must be admitted to the  
101 school where they or their families live. [Florida Statute 1003.21 (1)(f)].

102           Arrangements are to be made for immunizations, transportation and all other  
103           school services. Appropriate student school and grade level placement as well  
104           as completion of required immunizations and physical examination shall occur  
105           within 30 days of enrollment.

106           b. A School District of Palm Beach County New and Returning Student  
107           Registration form (PBSD 0636) should be completed by the student's  
108           parent(s)/guardian(s), signed, and returned to the school. School personnel  
109           are strictly prohibited from requesting or requiring documentation of the  
110           immigration status of students and families.

111           c. School centers should work with the Director of Student Intervention Services  
112           and the homeless shelter to obtain the necessary enrollment documents.

113           d. Under no circumstances will students who are homeless be withdrawn due to  
114           lack of appropriate enrollment documentation.

115    5.    **Enrollment of Students Who are in Foster Care**

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

120           b. If the student lives in a residence licensed by the Department of Children and  
121           Families, the student may be enrolled in the school that serves that licensed  
122           residence.

123    6.    **Persons Acting as Parent**

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

129           b. The student must actually reside with the parent or Person Acting as Parent as  
130           the student's primary residence. For purposes of this section, "primary  
131           residence" means the residence in which the child spends most of his or her  
132           time.

133           c. A Person Acting as Parent must complete form PBSD 1543.

134 7. Appeals

- 135 a. If the Principal determines that the student resides in a SAC which is outside  
136 the school boundary, the Principal or designee will assist the parents or  
137 guardians in enrolling the student in the correct home school.
- 138 b. If a student is already enrolled in a school and it is determined that there is a  
139 discrepancy in address documentation on file (via returned mail or  
140 discrepancies in public records, such as the Property Appraiser's Records  
141 and/or Voter Registration records), parent(s) shall have 10 days to provide  
142 sufficient documentation to validate primary residence, as outlined herein.
- 143 c. If the school Principal determines that insufficient documentation exists to  
144 prove that the student resides within the school enrollment boundary, the  
145 student will be reassigned to the appropriate home school.
- 146 d. During the appeal process, the student will remain in his or her current school.
- 147 e. If the parent believes that the determination has been made in error, they shall  
148 have 10 days to appeal the determination to the school Principal. The  
149 Principal will forward the appeal to the Superintendent's designee responsible  
150 for Address Verification.
- 151 f. In considering an appeal, the appealing party may appear before the  
152 Superintendent's designee, who shall consider the documentation and  
153 information available, as well as the following:
- 154 i. unique and temporary circumstances such as temporary housing  
155 arrangements;
- 156 ii. fire or other severe damage to a primary residence; or
- 157 iii. other unique hardship circumstances which are not self-imposed.
- 158 g. The designee shall inform the appealing party of the decision.

159 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1), (2), & (6); 1001.42(23);  
160 1001.43(1)  
161 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41(6); 1001.42(4)(a), (6); 1002.31  
162 HISTORY: / 2007

Legal Signoff:

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

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date



APPENDIX A



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 5.011. 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(dren). 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



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. 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).

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