

## PCSD ENROLLMENT CHECKLIST

### Age Requirements and Restrictions:

- Pre-kindergarten, student must be four years of age prior to September 1<sup>st</sup>.
- Exception Student Education Pre-kindergarten, student birth to five years old must meet requirements set forth by the State of Florida DOE.
- Kindergarten, student must be five years of age prior to September 1<sup>st</sup>.
- First Grade, student must be six years of age prior to September 1<sup>st</sup> and completed an accepted kindergarten or been enrolled in a public school.

### Complete PCSD Forms:

- Pupil Information Sheet
- Health Form/Chronic Disease Information
- Home Language Survey

### Proof of Residence

**TWO current pieces of evidence from the following sources in the name of the parent/guardian registering the child:**

- Current Florida Driver's License/Florida Identification Card.
- Current utility bill in the name of the parent registering the child.
- Mortgage commitment/contract or lease agreement with information of owner.
- Financial Institution statement.

### Evidence of Proper Age:

- Official birth certificate.

**If such certificate is not available, the following forms of notarized or duly attested evidence are acceptable, but preferred in the following order:**

- A duly attested transcript of a certificate of baptism.
- Insurance policy on the child's life, which has been in force at least two years.
- A bonafide contemporary Bible record of the student's birth.

**If none of the above are available, the following notarized evidence is acceptable:**

- An affidavit of age signed by the parent and accompanied by a certificate of age signed by the public health officer.

### Evidence of Medical Examination and Immunization

- Students grades K-12, must present evidence of a medical examination performed within twelve months prior to their initial enrollment.
- Present a written objection pursuant to Florida State Statute 1003.22.
- Florida Certificate of Immunization
- If applicable, complete a thirty-day exemption form.

### Evidence of Custody/Guardianship

- Birth certificate or applicable court papers.

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

- The individual registering the child must provide documentation of custody by an appropriate state agency.
- If the student lives in a residence licensed by the Department of Children and Families, the student may be enrolled in the school that serves that licensed residence.
- A bonafide In-Loco-Parentis relationship must be established.