



**REGISTRATION CHECKLIST**  
(Appendix 2)

**CHILD'S NAME:** \_\_\_\_\_  
Last First Middle

The parent, legal guardian, or caregiver must be present to register the student.

If none of the documentation can be provided, **ENROLLMENT SHOULD NOT BE DELAYED, ESPECIALLY FOR CHILDREN OF MANDATORY ATTENDANCE AGE.**

- 1. **DATE OF BIRTH (CIRCLE ONE OF THE FOLLOWING)**
  - a. Legal Birth Certificate-duly attested transcript filed according to law
  - b. Certificate of Baptism showing date and place of baptism with sworn affidavit by parent
  - c. Insurance Policy on child's life (past two years)
  - d. Bible record (bona fide contemporary) with sworn affidavit by parent
  - e. Passport or certificate of arrival in U.S. (showing age of child) *(Photocopying a passport is prohibited)*
  - f. Transcript or record of age shown in child's school record of last four years prior to application, stating date of birth
  - g. If no other evidence can be produced, an Affidavit of Age sworn by parent accompanied by certificate of age signed by public health official (with raised seal).
  
- 2. **IMMUNIZATIONS (IF FAX, COPY DOCUMENTS FOR FILE) (NEED ALL)**  
Information to be given to Nurse
  
- 3. **HEALTH EXAMINATION (GOLD FORM)**
  
- 4. **CHARLOTTE COUNTY RESIDENCY (CIRCLE ONE OF THE FOLLOWING)**  
(Examples of Proof = **Driver's license is not acceptable proof.**)
  - a. Home ownership in Charlotte County or current receipt or lease agreement showing Charlotte County address
  - b. Vehicle registration with Charlotte County home address
  - c. Voter registration in Charlotte County
  - d. Manifestation of Domicile in Charlotte County
  - e. Electric, telephone or water bill with Charlotte County home address
  - f. Student Residency Questionnaire (Appendix 17) Applies only to students without a permanent/regular residence. **\*Please fax a copy of form to HMLS Education Project @ the Families First Office – (941) 255-7483.**
  
- 5. **REGISTRATION CARD (Appendix 4)**      **SOCIAL SECURITY # (OPTIONAL) IF PROVIDED** \_\_\_\_\_
  
- 6. **STUDENT EMERGENCY/HEALTH INFORMATION (Appendices 9 & 10)**
  
- 7. **REFERRAL/SPECIAL PLACEMENT DOCUMENTATION** (e.g. Exceptional Student Education Classes, 504, ELL (ESOL))
  - Send copy to appropriate department.
  
- 8. **PARENT/GUARDIAN CONSENT FORM (Appendix 11)**
  - Bus Agreement, Photograph, Screenings, Off Campus School Activity
  
- 9. **GUARDIANSHIP/CUSTODY/CAREGIVER PAPERS, IF APPLICABLE (Court papers or Appendices 13 & 14 or 18)**
  
- 10. **STUDENT RECORDS REQUEST FORM (Appendix 12)**
  
- 11. **EARLY CHILDHOOD PROGRAMS/PRE-K ESE (Check if applicable)**
  - Early Headstart
  - Headstart
  - PreK/ESE
  
- 12. **SCHOOL REGISTRATION DISCLOSURE FORM (Appendix 5)**

**COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_