

Name: _____ School: _____



REGISTRATION CHECKLIST



STEP 1: Gather the documents listed below.

- Original Certified Birth certificate or other proof of date of birth**
- Florida Certificate of Immunization.** Blue Florida Certificate of Immunization (DOH680)
*All PreK, KG, 7TH & 8TH Grade or Students new to Florida schools must have proof of immunization.
- Physical examination certificate.** Within past 12 months of enrollment date
- Legal Guardianship papers.** (If applicable contact PIC @ (941) 708-4971)
- Child's Social Security number.** (If applicable)
- Child's recent report card/transcripts/withdrawal forms.** (Not required for elementary)
- Proof of residency.** May use one of the following:
 - Current electric or water bill – must show address and name of enrolling parent/guardian
 - If parent cannot provide the above requirements, they must visit the Parent Information Center for verification of address. Enrolling Parent/Guardian must bring:
 - Current lease agreement with enrolling parent/guardian's name
 - Official letter from company providing housing with enrolling parent/guardian's name
 - A notarized statement from the owner/lessee of the home where they are living, stating the names of all people residing at the address. In addition, enrolling parent/guardian must bring a current utility bill (power or water) with the owner/lessee's name and address.
 - PIC will issue a letter of address verification
 - AYP/Choice/Hardship Letter

To obtain a replacement Florida birth certificate: 941-748-0747 Vital Statistics - 410 6th Av. E. Bradenton. Parent must make the request and show ID. Cost \$15 per child. They accept cash, check, money order, Visa and Master Card.

For assistance with immunizations or health certificates: Contact Manatee County Health Department at 748-0747, Manatee Rural Health Services at 708-8700 or a local physician.

STEP 2: Fill out Manatee County School District Enrollment Packet.

- Enrollment Form.**
- School District of Manatee County School Health Services Form.**
- Request of Records Form.**(Needed for KG **only** if retained or from out of State)
- Pinnacle Permission Form.** (For middle & high school only)

STEP 3: Deliver all forms.

- School Registrar**
 - At your school's front office.
 - At the Parent Information Center during the summer.