



PEMBROKE PINES CHARTER ELEMENTARY SCHOOL REGISTRATION REQUIREMENTS

CHECKLIST FOR ENROLLMENT OF STUDENTS GRADES K-12

The following documents are required to register. Please review the list below and detailed descriptions to ensure that you have the proper documentation. Students will not be enrolled without the appropriate items.

- Birth Certificate (Original document only. Copies and/or hospital birth record with footprints will not be accepted) NO EXCEPTIONS.
- Three proofs of Broward County residence.** All bills/statements must be current (30 days or less) and in the name of the parent/legal guardian. See list of acceptable documentation below.
- Original Health and Immunization Forms. Expired forms will not be accepted. Students entering Kindergarten must have immunizations and health exam completed before entering school. Students entering 7th grade must have Tdap vaccine.
- Final report card (Grades 1-12 ONLY). Report card must show promotion to next grade level. Student will not be registered without this.
- Test scores, e.g., SAT, FSA. Required if student is entering a Pembroke Pines Charter School for the first time. Grades 1-12.
- Military: Documentation of active duty, i.e., Statement of Service or Standard Travel Order and valid military photo identification. Documentation must show "dates of service".
- Volunteer Service: All parents must complete a minimum of 30 hours per school year.

SEE BELOW FOR DETAILED DESCRIPTIONS OF REQUIRED ITEMS

EVIDENCE OF PROPER AGE

_____ **Official birth certificate** (Original document only. Copies will be made at registration.) Children must be 5 years old, born on or before September 1ST of the school year to be eligible for kindergarten.

PROOF OF RESIDENCE (Domicile) *NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school. (School Board Policy 5.1 amended 06/21/2016)*

Three proofs of residence from the following sources in the name of the parent/guardian registering the child. The address must be the same on all bills/statements/driver's license. **All bills must be current; within 30 days of registration.**

One of the following in the name of the parent/guardian registering the child: (Primary bill)

- _____ Utility bill: Electric, Water, or Gas
- _____ Official lease agreement (notarized) with the name of lessor, contact information, and term of lease
- _____ Mortgage statement
- _____ Home purchase contract including specified closing date

Affidavit of Shared Housing: If the parent/guardian resides with someone else and does not have one of the primary bills as stated above in their name then the parent/guardian must submit a notarized Affidavit of Shared Housing signed by the parent and owner with whom the parent/guardian is residing. Please contact or visit the school office for the Affidavit of Shared Housing form or [click here to print the form](#).

One of the following or one from the list above:

- _____ Cellular telephone bill
- _____ Cable bill
- _____ Automobile insurance statement
- _____ Credit card statement (2 consecutive months)
- _____ Bank account statement (2 consecutive months)

One of the following:

- _____ Florida Driver's License or _____ Valid Florida Identification Card

SCHOOL RECORDS/PROOF OF GRADE LEVEL

_____Latest report card and/or transcript. Final quarter report card must show promotion to next grade level. Student will not be registered without this documentation in grades 1-12.

_____Test scores, e.g. SAT, FSA, etc.. Required if student is entering a Pembroke Pines Charter School for the first time.

Children who will be 6 years old on or before September 1st, of the school year and who have been enrolled in a public school shall be eligible for admission to first grade. Students who have completed kindergarten in a private school **AND** who are 6 years old on or before September 1st of the current school year, shall be eligible for admission to first grade. A report card from the private school stating satisfactory completion of kindergarten must be presented at time of registration

MEDICAL AND IMMUNIZATION RECORDS (Must be provided at time of registration)

To begin the registration process, please bring the most recent health forms (medical exam/immunizations) to registration even if the shots are incomplete or expired. If the child is attending a pre-school, then a copy can be requested from the current school prior to registration. The updated forms from a health care provider must be provided before the first day of school.

Florida law requires that, prior to a child's attendance in a public school in PreK-12 grade; parents must provide the following immunization/medical examination records:

Medical Examination:

_____Florida School Entry Health/Medical Exam (Form DH 3040). Students, grades K-12, entering Florida schools for the first time must present evidence of a medical examination performed within the 12 months prior to their initial enrollment.

Immunizations: (One of the following)

_____Florida Certificate of Immunization (Completed) (Form DH680)

_____Florida Certificate of Immunization TEMPORARY exemption (Form DH 680 Part B) with physician signature and expiration date in Part B is acceptable if the child is in the process of completing the required number of immunizations.

_____Religious exemption (Form 681)

_____Medical exemption (Form DH680 Part C)

Required Immunizations

Vaccine	Dose
Diphtheria Tetanus Pertussis (DPT)	5 doses-If 4 th dose was given on or after the 4 th birthday, only 4 doses are required
Polio Vaccine (OPV)	5 doses -If 4 th dose was given on or after the 4 th birthday, only 4 doses are required
Measles, Mumps, Rubella (MMR)	2 doses-The second dose of the measles, mumps, and rubella vaccine is recommended on or after the child's 4 th birthday
Varicella	2 doses-Susceptible children 13 years or older should receive 2 doses, given at least 4 weeks apart. Not required if child has documentation history of varicella disease.
Hepatitis B	3 Doses
Tetanus/Diphtheria (Tdap) booster	1 dose - Required for children entering 7 th grade