



Broward County Public Schools
Celebrating 100 Years
of Educational Excellence

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Policy 5.1: Enrollment and Withdrawal

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5.1 ENROLLMENT AND WITHDRAWAL

ALL CHILDREN WHO ARE SIX YEARS OLD OR WHO WILL BE SIX YEARS OLD BY FEBRUARY 1 OF ANY SCHOOL YEAR, OR WHO ARE OLDER THAN SIX YEARS OF AGE BUT ARE NOT YET 16 YEARS OLD, ARE SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND ARE THEREFORE REQUIRED TO ENROLL AND ATTEND SCHOOL REGULARLY (~~SBBC POLICY 5.5~~ [F.S. 1003.21](#)). ALL COMPULSORY AGE STUDENTS ARE EXPECTED TO ATTEND SCHOOL EVERY DAY OF THE SCHOOL YEAR ([SB POLICY 5.5](#)). STUDENTS ARE TO ATTEND THE SCHOOL TO WHICH THEY ARE BOUNDARIED, ON THE BASIS OF THE GEOGRAPHICAL BOUNDARY IN WHICH THE PARENT(S) RESIDE, UNLESS OTHER SCHOOL BOARD POLICIES APPLY ([POLICY 5004.1](#)). IN ORDER TO ENSURE THAT STUDENTS ARE ENROLLED IN THEIR ASSIGNED SCHOOL, PARENTS MUST PROVIDE VALID DOCUMENTATION AT THE START OF THE SCHOOL YEAR OR ON THE DAY OF ENROLLMENT DURING THE SCHOOL YEAR. SCHOOL PERSONNEL WILL APPLY ALL STRATEGIES AVAILABLE, IN A TIMELY MANNER, TO VERIFY DOCUMENTATION PROVIDED.

I. DEFINITIONS

A. **Boundaried School:**

The school to which a student is assigned based on the address of the parent and the geographical school boundary for that address.

B. **Enrollment:**

Enrollment of the student begins on the first day the student attends school for educational purposes ~~and is placed in the appropriate class(es) and/or program.~~

C. **Fraudulent Documentation:**

Any information provided by the parent or other entity that falsely represents the parent's place of residence for school enrollment [or other student registration information](#). Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

D. **Homeless Student:**

Individuals who lack a fixed, regular, and adequate nighttime residence, including, but not limited to, children and youth who are sharing the housing of other persons [\("doubled-up"\)](#) due to loss of housing, economic hardship, or a similar reason (McKinney-Vento Act; F.S. 1003.01(12), [School Board Policy 5.1A](#)).

E. **Homestead**

[Having legal title or beneficial title to real property that in good faith is made the person's primary residence, or the permanent residence of another or others legally or naturally dependent upon him or her.](#)

F. **Parent:**

Refers to either both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent (F.S. 1000.21(5)).

Comment [1]: Compulsory attendance is satisfied when the student is present for academic purposes, not when placed in specific courses or programs.

Comment [2]: Fraudulent information is not limited to proof of residency, such as student age/date of birth.

Comment [3]: Additional term added for common language throughout the state agencies for homeless youth.

Comment [4]: Additional citation for local policy.

Comment [5]: Definition derived from F.S. 196.031(1)(a)

G. **Registration:**
A student is registered in school when the parent completes all of the required paperwork as described in [this policy Sections III and IV below](#). Registration does not complete the enrollment or placement process, ~~in that~~ [because](#) the placement of the student in specific classes or programs may not occur until the student is enrolled.

Comment [6]: Paperwork requirements are described throughout this document, not only in specific sections.

H. **Residence:**
The primary residence is the home in which the child(ren) spends most of his/her time.

~~**Provisional Domicile Form:**
Broward County Public Schools' required form on which a parent can document primary residence which is temporary but unrelated to economic hardship, or which cannot be documented due to extraordinary circumstances.~~

Comment [7]: Provisional Domicile has been replaced by the Affidavit of Shared Housing Form and process, as described in Section III(4)(g).

I. **Unaccompanied Homeless Youth-**
A student who is not in the physical custody of a parent [or legal guardian](#) (McKinney-Vento Act).

Comment [8]: Additional clarification to align with McKinney-Vento Act.

~~III. ENTRANCE REQUIREMENTS - AGE~~ [II. GRADE LEVEL PLACEMENT](#)

Comment [9]: Consolidated "Entrance Requirements" and "Enrollment and Placement" into a new section.

- A. ~~Age requirement-~~ Prekindergarten
1. **Early Head Start:** A child from birth to two (2) years of age on or before September 1st of the school year and who meets income eligibility criteria established by the federal and/or state government(s), shall be eligible for admission on a space available basis to the Early Head Start program during the school year.
 2. **Head Start:** A child who is three (3) or four (4) years of age on or before September 1st of the school year and who meets income eligibility criteria established by the federal and/or state governments(s), shall be eligible for admission on a space available basis to the Head Start program during the school year.
 3. **Voluntary Pre-Kindergarten (VPK):**
 - a. A Pre-Kindergarten child, who is four (4) years of age on or before September 1st of the school year, shall be eligible for Voluntary Pre-Kindergarten.
 - b. [If a child is four \(4\) years of age by September 1st of the school year and they subsequently turn five \(5\) years of age between February 2nd and August 31st of the following year, the parent can choose to defer their VPK eligibility until the following school year, thus making the child five \(5\) years of age when entering VPK.](#)
 4. **Fee-Based Programs:** A child who is below five (5) years of age on or before September 1st of the school year, shall be eligible for admission to a fee based pre-kindergarten program on a space available basis during the school year.

Comment [10]: Eliminated as requirements include more than age for some subsections.

Comment [11]: Reflects changes required by passage of HB 7029 into law.
Change: Age requirement dates have been updated to reflect current FLDOE guidance.

Comment [12]: Eliminated as requirements include more than age for some subsections.

B. ~~Age Requirements-~~ Prekindergarten Children with Disabilities:

Comment [13]: Subsection paragraphs changed to outline format.

1. A prekindergarten child with disabilities is a child who is below five (5) years of age on or before September 1st and has a sensory, physical, mental or emotional condition, which significantly affects the attainment of typical developmental milestones based on the following criteria:

a. **Below Age Three:**

- i. Student must meet eligibility requirements in accordance with Florida State Board of Education rules specifically as a student who is deaf/hard of hearing, visually impaired/blind, dual sensory impaired, trainable mentally handicapped, profoundly handicapped, physically impaired, autistic, or has an established condition or developmental delay.
- ii. Children below age three, if eligible, may receive speech-language, occupational and or physical therapy services only if they also meet the eligibility criteria in one of the areas previously listed (Rule 6A-6.03026, F.A.C.).

b. **Ages Three Through Five Who Are Not Yet Eligible for Kindergarten:**

- i. Student must meet eligibility requirements in accordance with Florida State Board of Education rules as a student who is speech and language impaired, deaf/hard of hearing, visually impaired/blind, dual sensory impaired, mentally handicapped, emotional/behavior disorder, physically impaired, autistic, homebound or hospitalized or has a specific learning disability or developmental delay.
- ii. Children ages three through five who are not yet eligible for kindergarten, may receive occupational and or physical therapy services only if they also meet the eligibility criteria in one of the areas previously listed (Rule 6A-6.03026, F.A.C.).

C. ~~Age Requirement – In-State – Kindergarten (F.S. 1003.21(1)(2)):~~

1. Children who will have attained the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergartens during that school year.

Comment [14]: Eliminated as requirements include more than age for some subsections.

D. ~~Age Requirement – In-State – First Grade (F.S. 1003.21(1)(2)(b)):~~

1. **Public Schools:** Pursuant to F.S. 1003.21(1)2(b), cChildren who have attained the age six years on or before September 1st of the school year and who have completed kindergarten in a public school may be enrolled in first grade.
2. **Nonpublic Schools:** Children who have attained the age of six years on or before September 1st of the school year and who have completed kindergarten in a nonpublic school and present a letter from the nonpublic school confirming completion of kindergarten may be enrolled in first grade.
3. **Home Education:** Children who have attained the age of six years on or before September 1st of the school year and who have completed kindergarten in a home education program and present an approved, annual educational evaluation completed by a Florida certified teacher may be enrolled in first grade.

Comment [15]: Eliminated as requirements include more than age for some subsections.

Comment [16]: Subsection header added

Comment [17]: Statutory reference moved to Section Header

Comment [18]: Subsection header added

Comment [19]: Subsection header added

Comment [20]: Home education families may submit an annual evaluation in a variety of ways, pursuant to F.S. 1002.41.

E. ~~Age Requirement – Out-of-State Transfer Students Enrollment into - Kindergarten and First Grade (F.A.C. 6A-1.0985):~~

1. **Public School:** Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3)(c), Rule 6A-10985, F.A.C., as follows in (a-d).
2. **Nonpublic School:** Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state or country from which he/she is transferring. Prior to admission, the parent or guardian must also provide the data required in subsection (3)(c), Rule 6A-10985, F.A.C., as follows in (a-d).
3. **In order to be admitted to Florida schools, such a student transferring from an out-of-state school must provide the following data:** Any student who transfers from an out of county school and who does not meet regular age requirements for admission to Florida public schools may be admitted upon presentation of the data required in subsection (C), Rule 6A-1.0985, F.A.C., as follows in (a-d).
 - a. Official documentation that the parent or guardian was a legal resident of the state in which the child was previously enrolled in school;
 - b. An official letter or transcript from a proper school authority, which shows record of attendance, academic information, and grade placement of the student;
 - c. Evidence of immunization against communicable diseases as required for entrance;
 - d. Evidence of date of birth as required for entrance; and
 - e. Evidence of a medical examination completed within the last twelve (12) months as required for entrance.

Comment [21]: Subsection header added

Comment [22]: Reference moved to section header.

Comment [23]: Subsection header added

Comment [24]: BCPS receives nonpublic international school students, as well as those domestically.

Comment [25]: Reference moved to section header.

Comment [26]: Alignment to F.A.C. 6A-1.0985.

Comment [27]: Alignment to F.A.C. 6A-1.0985.

Comment [28]: Subsections reordered

Comment [29]: Subsection title added

F. **All Students — including Out of Country Students: Grades 2 through 12**

1. **Public and Nonpublic:**
 - a. No student can be assigned to a grade level based solely on age or other factors that constitute social promotion (Explanatory Note: Social promotion occurs when a student is PROMOTED based on factors other than the student achieving the District and state levels of performance for student progression when the student fails to achieve the required levels in reading, writing, mathematics, or science on the FCAT of SSS (F.S. 1008.25(6)(a))).

Comment [30]: Explanatory note is deleted as it is not included in statute referenced.

Student Enrollment/Placement By Level:

~~Enrollment in Elementary/Center: (Grades 2-5) Students coming from private schools, other countries, or other states are to be accepted provisionally in the grade to which they indicate membership. Records of such students' previous work should be required before final placement is determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within two weeks, an achievement test shall be given to determine final placement. For students from other countries eligible for ESOL services, all ELL committee may be needed to address unique academic matters, such as students who are overage.~~

~~Enrollment in Middle/High/Center: Students enrolling in a middle/high school or center shall present an official transcript of work or credit at the time of entrance. If a transcript is not presented, the student shall be enrolled on a~~

Comment [31]: Eliminated due to duplication of language in subsections 3-5 below.

provisionally, ~~basis~~ based upon educational records available or the grade level to which they indicate membership at the time of enrollment. A reasonable effort should be made to obtain such records.

Comment [32] : Relocated from deleted section titled, "Enrollment in Elementary/Center (Grades 2-5)" above

Comment [33] : Relocated

- c. If upon receipt of an official transcript, it is found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects.
- d. After the start of second semester, students who transfer from a foreign country where the school year does not coincide with Broward's school year and who have been promoted at the conclusion of that school year, will be placed in the grade level just completed for the remainder of the school year. At that time, the transfer student will be promoted.
- e. For students from other countries eligible for English for Speakers of Other Languages (ESOL) services, an English Language Learner (ELL) committee may be needed to address unique academic matters, such as students who are overage. The parent(s) shall be invited to participate in and informed of any change.

Comment [34] : Added to include parent participation in grade level decision-making for ELL students.

2. ~~Enrollment in Public School from Home Education:~~

- a. Students who have been enrolled in a Home Education program and are seeking enrollment into a public school shall are to be enrolled.

Comment [35] : Standardized language for required action.

~~f. Part time enrollment for the purpose of implementing a student's IEP is allowed for students with disabilities who are home education students.~~

Comment [36] : Eliminated per direction from the Office of the General Counsel.

- i. Placement ~~at the elementary and middle school level~~ will be determined by the principal after a review of one or all of the following:
 - (a) Annual home education evaluation. ~~(conducted by a Florida certified teacher).~~
 - (b) Student's home education portfolio.
 - (c) Achievement test scores provided by the parent or from a test administered by the school.

Comment [37] : Placement will be determined in the same manner for all levels.

Comment [38] : Home education evaluations may be conducted in a variety of way, as outlined in F.S. 1002.41.

~~a. Placement at the high school level will be determined by:~~

- i. ~~Providing an end-of-course exam for each class for which the student provides documentation of completion. The student shall earn credit for passing the end-of course exam and shall receive the letter grade assigned by the school.~~

- ii. ~~Full value of credits and grades earned shall be accepted when an accredited private school or Florida Virtual School is used to provide home education.~~

Comment [39] : Uniform Transfer of Credit rules are established in Policy 6000.1, in alignment with F.A.C. 6A-1.09941, and do not belong in Policy 5.1.

- b. Home education students are allowed eligible to participate in public school extracurricular activities at their boundaried school.

Comment [40] : Changed to reflect eligibility rather than permission determined by an official.

- i. The public school ~~must shall~~ follow home education registration guidelines from the Florida High School Activities Association.
- ii. If a class is required in order to take part in the extracurricular activity, the school ~~must shall~~ afford the home education student the opportunity to enroll in that class (F.S. 1006.15(3)(c)).

Comment [41] : Paragraph changed to outline format.

Comment [42] : Standardized language for required action.

Comment [43] : Standardized language for required action.

H. Teen Parent Enrollment:

- 1. Students who are pregnant shall not be prohibited from attending their regular school.

2. ~~These~~ Students **who are pregnant** and parenting students shall receive the same education and instruction or its equivalent as other students, but may voluntarily be assigned to a class or a program suited to their special needs.
3. Childcare is available onsite at programs designed specifically to meet the needs of teen parents, but is not available at regular school sites.

Comment [44] : Clarifies which students are referenced in this subsection.

III. REGISTRATION REQUIREMENTS

Procedures: The parent of any student registering within Broward County Public Schools must complete all required paperwork and provide valid documentation to include proof of age, Florida certificate of immunization or exemption, proof of residency, and other registration requirements.

Comment [45] : Introductory statement added.

A. Student Registration Form

Comment [46] : Subsection header added

1. ~~3.~~ **Social Security Number:** Each student enrolled in a Broward County Public School shall be asked to provide his or her Social Security Number; ~~H~~ however, a student is not required to provide his or her Social Security Number as a condition for enrollment or graduation (F.S. 1008.386).
2. **Home Language Survey:** To addresses the civil rights of English Language Learner (ELL) students, the Florida Department of Education (FLDOE), in accordance with the META Consent Decree, mandates that every student initially entering BCPS be asked a series of three questions to determine if a language other than English is spoken in the home.
3. **Families in Transition:**
 - a. Parents who answer “yes” to the Student Residency Questionnaire (SRQ) on the Student Registration enrollment Form must complete a Homeless Education Program (HEP) registration.
 - b. This HEP form shall be ~~faxed~~ **sent** to the Homeless Education Liaison by school staff.
 - c. If the family qualifies for services, the student shall be enrolled under the McKinney-Vento Act and will be eligible for immediate services, such as free meals, ~~Eligibility for services will be~~ effective from July 1 through June 30 of any school year.
 - d. Students registered under the McKinney-Vento Act shall re-enroll each school year (School Board Policy 5.1A).
4. **Review of Registration Form Documentation:** The Student Registration Form ~~must~~ shall be reviewed and verified completed and resubmitted with appropriate proofs of residency by the parent(s) each time a student:
 - a. Changes schools within ~~the~~ Broward County Schools.
 - b. Moves from elementary school to middle school and from middle to high school.
 - c. Submits a change of address. At any time that a student’s address changes, it is the parent’s responsibility to notify the student’s school, in writing, within 10 business days.

Comment [47] : Added to highlight a required section of the Student Registration Form. Language borrowed from other district policies.

Comment [48] : Section relocated from Section E. of the original policy.

Comment [49] : Reflects the actual name of the form.

Comment [50] : Adjusted to allow for any means of submission of the form to the appropriate department.

Comment [51] : Eliminated to consolidate sentences.

Comment [52] : Section relocated from Section D. of the original policy.

Comment [53] : **Change: Clarification from 5/24/16 School Board Workshop for Policy Development that review and verification must include resubmission of certain registration documentation when students transition between schools.**

Comment [54] : Added to clarify the appropriate timeframe for submission of address changes.

B. Emergency eContact eCard ~~procedure~~:

1. **Registering Parent:** The ~~names of both parents (as defined in F.S. 1000.21(5))~~ the registering parent ~~and the non-registering parent~~, shall be listed on the emergency contact card as a persons authorized to pick up the child from school, except where a court order has revoked the parental rights of the parent and a certified copy of such court order has been provided to the school.
 2. **Non-Registering Parent:** The non-registering parent may be listed on the Emergency Contact Card as a person authorized to pick up the child from school, except where a court order has revoked the parental rights of the parent and a certified copy of such court order has been provided to the school.
 3. ~~2. Authorized Persons:~~ Both parents ~~shall~~ may designate on the Emergency Contact Card those persons authorized to pick their child up from school.
 4. No parent shall delete or in any way alter the names provided by the other parent on the Emergency Contact Card.
 5. Annually, the parent(s) shall update the information provided on the Emergency Contact Card.
 - ~~3. Withdrawal procedure: Only the parent who registers the student may withdraw the minor student from his/her current school, without documentation of extenuating circumstances indicating otherwise.~~
- C. Evidence Required for Registration:**

Comment [55]: Section title added

Comment [56]: Definition of parent provided in Section I.

Comment [57]: Moved to new section (b) below.

Comment [58]: New section added to differentiate between the registering parent information being required (i.e., shall) and the non-registering parent information being optional and allowable (i.e., may)

Comment [59]: Section title added.

Comment [60]: Designation of authorized persons is not required.

Comment [61]: Provide notice of annual requirement for parents to resubmit the form.

Comment [62]: Relocation to Section VIII(A) below.

Comment [63]: Section retitled

C. Proof of Age (F.S. 1003.21)

1. ~~1. Official birth certificate; if available.~~ A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births. If such certificate is not available, the following forms of evidence are acceptable in the order set forth below:
2. **Certificate of Baptism:** A duly attested transcript of a certificate of baptism religious document showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
3. **Insurance Policy:** An insurance policy on the child's life, which has been in force for at least two years.
4. **Religious Record:** A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;
5. **Passport:** A passport or certificate of arrival in the U.S. showing the age of the child;
 - a. Under no circumstances shall staff request a passport, a visa, or any other documentation to verify the immigration status of any student.
6. **Transcript:** A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth; or ~~Official school records that provide evidence that the child has attended school for four years.~~
7. **Sworn Affidavit:** If none of these evidences can be produced, Aan affidavit sworn to by the parent, accompanied by a certificate of age signed by a public from the county health officer or by a licensed practicing physician, which states that the health officer or physician has examined the child and believes the age as stated in the affidavit is substantially correct, ~~that he/she believes the child to be of required age.~~

Comment [64]: Aligns with F.S. 1003.21(4).

Comment [65]: Subsection header added.

Comment [66]: Aligns with F.S. 1003.21(4)(b)

Comment [67]: Subsection header added

Comment [68]: Subsection header added

Comment [69]: Aligns with F.S. 1003.21(4)(d)

Comment [70]: Subsection header added

Comment [71]: Relocated from subsection below.

Comment [72]: Subsection header added

Comment [73]: Aligns with F.S. 1003.21(4)(f).

Comment [74]: Subsection header added

Comment [75]: Aligned to F.S. 1003.21(4)(g)

D. Proof of Residence

1. A student shall attend the school in the geographical boundary in which ~~the parent(s) reside~~ he/she resides most of the time, unless other School Board policies apply.
2. Proof of residence is required in order to ensure that a student is enrolled in the assigned school; ~~however, R~~requiring proof of residence is not intended to delay a student's enrollment in school.
3. When school is in session and a parent cannot readily produce the required documentation, the school shall ensure the student is temporarily enrolled. ~~following the Provisional Domicile process included in section F(2).~~ The parent must submit all required documentation within thirty (30) calendar days.
4. **Home Ownership:**
 - a. Parent(s) who own their home shall submit one document from Column A and one document from Column B from the table below to verify residency.
5. **Home Rental:**
 - a. Parent(s) who rent their home shall submit one document from Column A and one document from Column B from the table below to verify residency.
6. **Shared Home:**
 - a. Student(s) and parent(s) who are living in shared housing (e.g., with extended family or friends) or are experiencing a transition unrelated to economic hardship, shall submit an Affidavit of Shared Housing Form that is completed, dated, and signed by both the parent(s) and the owner/renter of the home under oath before a notary; and,
 - b. The owner/renter of the home shall submit one document from Column A and one document from Column B from the table below; and,
 - c. The parent(s) must provide two documents from Column B from the table below.
7. **Homeless:**
 - a. All students who are homeless must be given a 30 ~~school~~ calendar day grace period for submission of all enrollment documentation, including school physicals and immunizations.
 - b. Under no circumstances will students who are homeless be withdrawn due to lack of appropriate enrollment documentation.
 - c. Parents of students in homeless situations can keep their children in their schools of origin (to the extent feasible) or enroll them in any public school that students living in the same attendance area are eligible to attend. If a student is sent to a school other than that requested by the parent, the school must provide a written explanation of its decision and the right to appeal (McKinney-Vento Act, F.S. 1003.01(12)).
 - d. School Board Policy 5.1A, Policy to Implement the McKinney-Vento Act for Homeless Students, outlines the eligibility requirements and safeguards established to protect homeless students from discrimination on the basis of their homelessness.
8. **Undocumented:**
 - a. Families who are unable to provide evidence proof of address due to extenuating circumstances, including, but not limited to undocumented

Comment [76]: As defined in Section I. above.

Comment [77]: Process eliminated and replaced with the *Affidavit of Shared Residence* described below.

Comment [78]: Evidence of real property ownership.

Comment [79]: A notarized lease agreement with the name and phone number of the lessor is the only available option from Column A.

Comment [80]: Transitions due to economic hardship should be referred for homeless education evaluation and services.

Comment [81]: New form that replaces the *Provisional Domicile Form* and is similar to the previous BCPS *Bona Fide Residence Form*. The Affidavit of Shared Housing Form was created by the Office of the General Counsel and modeled after documents from other large, urban school districts.

Comment [82]: Intentional misuse of this form to establish residency for the sole purpose of enrolling in a school may be considered fraudulent documentation as defined in sections I. and V. of this policy.

Comment [83]: The owner/renter of the shared housing domicile bears the burden of providing proof of ownership/rental of the property.

Comment [84]: The parent(s) must provide documentation to verify residency within the shared domicile.

Comment [85]: Scribner's error correction.

Comment [86]: Added to refer the reader to the appropriate School Board Policy. During the 2017-2018 Policy 5.1 adoption process, the committee will consider consolidating Policy 5.1A into Policy 5.1.

Comment [87]: Subsection header added

Comment [88]: Reflects standard terminology used throughout the document.

- immigration status, shall complete an [Affidavit of Shared Housing Form](#).
~~provisional domicile form on an annual basis~~
- b. [Families may be referred to the appropriate district staff for assistance with obtaining the required documents or services.](#)
9. **Proofs Resubmission:** [Annually, parent\(s\) of students who are attending a school whose enrollment is at or exceeding 102% of permanent capacity or is anticipated to undergo a boundary change in the next two years shall be required to resubmit proofs of residency.](#)
10. **Address Confidentiality Program:**
- The Florida Legislature created the Address Confidentiality Program (ACP) for victims of domestic violence. The program is administered by the Office of the Attorney General. ~~Laws governing the ACP are found in~~ (F.S. 741.401-741.409 and 741.465).
 - [Parents may make a request for a confidential address to the school principal.](#)
 - ACP participants' mail must be addressed and delivered to ~~the post office box assigned~~ [an address designated by the Attorney General](#) as a substitute [mailing](#) address.
 - Clients who use the substitute address will have first class mail forwarded to their actual location by the [Office of the Attorney General's office](#). Program participants' actual location will be confidential.
 - ~~Program~~ ACP participants will be issued an ACP identification card to be used when creating records with state and local agencies.
 - School staff shall not ask or encourage program participants to share their protected information.

Comment [89]: Students shall not be prohibited or discouraged from enrolling in school.

Comment [90]: Referral for assistance is not required, but available to support any family that cannot readily produce documentation.

Comment [91]: Resubmission of proofs of residency are required annually for all students at critically overcrowded schools.

Comment [92]: Procedural requirement added at request of the district's Privacy Officer.

Comment [93]: Aligns to F.S. 741.401

Comment [94]: The substitute mailing address is not the actual residence of the student/parent. Therefore, it cannot be used to establish the boundaried school.

~~Registration Form: For registration and subsequent enrollment, the parent, must complete the Broward County Public Schools' student registration form and submit one piece of evidence from sources listed in Column A and one additional piece of evidence from Column B (Both sources of information must match). The registration form shall be verified under penalties of perjury pursuant to F.S. 92.525. This form is available on the District's website at www.browardschools.com/info/register.htm.~~

All documents must be current and include the name of the registering parent and residential address used for enrollment.	
Column A	Column B

Comment [95]: Section replaced by alternate language in subsections e-g above and Section V. below.

Comment [96]: Added to specify the criteria used for evaluating the acceptability of submitted documentation.

Comment [97]: Letters A-E pertain to homeownership and Letter F is the only available option for home rental

1. <u>Property tax bill</u>	1. <u>Utility bill (i.e., electric, water, waste)</u>
2. Homestead exemption card	2. Current <u>Telephone or cellular phone bill</u>
3. <u>Deed</u>	3. <u>Verification of tenancy letter from homeowners or condominium association</u>
4. Mortgage statement	4. Declaration of Domicile Form from the County Records Department
5. Home purchase contract, including specified closing date <u>within 30 days of enrollment</u> , with and a copy of <u>the</u> deed to be provided within 60 <u>calendar</u> days of closing date	5. Current Florida Drivers license
6. Notarized lease agreement with <u>the</u> name, address and phone number of lessor	6. Florida identification card
7. Current telephone or electric bill in the name of the person registering the child	7. <u>Automobile registration</u>
8. Mortgage commitment	8. Automobile insurance
	9. Credit card statement
	10. <u>Two consecutive</u> bank account statements
	11. United States Postal Service confirmation of address change request

Comment [101]: Moved from Column A.

Comment [102]: Moved from Column A.

Comment [103]: Telephone land lines and cellular telephones are combined so only one document may be submitted of this type.

Comment [104]: Option added at request of several School Board members and parent advocates from critically overcrowded schools.

Comment [98]: Adds an expiration for the use of a contract to establish future residency.

Comment [105]: Option added as it is available in other large, urban school districts.

Comment [106]: Added to ensure an established residence.

Comment [99]: Moved to Column B.

Comment [100]: Eliminated as it does not establish ownership of real property.

E. Evidence Proof of Medical Examination:

1. Students, grades PreK-12, entering Florida Schools for the first time must present evidence of a medical examination performed within the twelve months prior to their initial enrollment (F.S. 1003.22).
2. For purposes of this rule (~~6E~~) only, enrollment shall be defined as the day the student is brought to school to fill out necessary forms (i.e. registration) ~~to for the purpose of becoming~~ a Broward County Public School student. It is not necessarily the first day ~~of class~~ the student attends school for educational purposes.

Comment [107]: Reflects standard terminology used throughout the document.

Comment [108]: Paragraph separated into outline format.

Comment [109]: Aligns to definition of enrollment in Section I.

F. Evidence Proof of Immunizations:

1. Florida law requires that, prior to a child's attendance in a public school in prekindergarten through 12th grade, parents shall provide a Florida Certificate of Immunization form (DH 680).
2. The Florida Department of Health shall determine the required immunizations. ~~Required immunizations are which are~~ outlined annually in a state publication titled, "Immunization Guidelines: Florida Schools, Child Care Facilities and Family Day Care Homes."
3. The original DH 680 form is a permanent school record and should be filed in the student's cumulative health record.
4. Students may attend school without a Florida Certificate of Immunization if they have a religious exemption (form DH680, Part C).
5. Principals will issue a 30-day temporary exemption for all students except those who transfer from one Broward County public school to another Broward County public school.

Comment [110]: Reflects standard terminology used throughout the document.

Comment [111]: Paragraph separated into outline format.

~~a. Provisional Domicile:~~

~~The Broward County Public Schools' Provisional Domicile form will be used when families who do not qualify for services under the McKinney-Vento Homeless Act are unable to provide address verification.~~

~~1. Families can register under provisional domicile. Documentation can include a transfer notice from an employer or a relocation letter. A provisional domicile form shall be signed by the parent and certified by a notary. Provisional domicile will provide a 30-day grace period during which a family can use a provisional address while their permanent residence is established. During this provisional period, the student shall attend the school zoned to his/her temporary address, not to the address where the family intends to live. Parents must renew the provisionary status every 30 days.~~

IV. PERSON ACTING AS PARENT STUDENTS RESIDING WITH SOMEONE OTHER THAN THE PARENT OF GUARDIAN:

A. If ~~a parent lives within the tri-county area and~~ the student lives in a residence licensed by the Department of Children and Families (DCF), the student may be registered and enrolled in the school that serves that licensed residence.

~~1. If a parent lives within the tri-county area and the student lives in a residence licensed by the Department of Children and Families (DCF), the student may be registered and enrolled in the school that serves that licensed residence.~~

B. If the student is residing with someone other than the parent or legal guardian, the parent and the person acting as parent must complete, date, and sign a *Person Acting as Parent Form*, under oath before a notary.

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

~~1. If the parent lives within the tri-county area (Dade, Broward, or Pal Beach), the parent must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the court. Applications for temporary custody of minor children by extended family can be obtained at the family unit office in the Broward County courthouse.~~

~~2. If the parent lives outside the tri-county area (Dade, Broward, or Palm Beach), the school will accept a notarized statement from the parent identifying the person assuming responsibility for the supervision of the child.~~

C. The student must actually live the majority of the time with the person acting as parent to be assigned to the school within the attendance boundary of this individual's residence.

D. This provision is not intended to permit students to live with a friend or family member for the purpose of securing enrollment at a particular school. Rather, this provision recognizes that extenuating circumstances may arise whereby a parent is unable to have his/her child remain in the home. Accordingly, a parent or person acting as parent must demonstrate the extenuating circumstances.

Comment [112]: Section eliminated and replaced with the Affidavit of Shared Housing process as outlined in Section III(4)(g) above.

Comment [113]: New process and forms derived from Palm Beach County Public Schools' School Board Policy 5.011.

Comment [114]: A student residing in a home licensed by DCF shall be enrolled in the boundaried school regardless of where the parent(s) resides.

Comment [115]: New form is intended to document when a person is acting in loco parentis to the child. This form was created by the Office of the General Counsel and modeled after documents from Palm Beach County Public Schools.

Comment [116]: Intentional misuse of this form to establish residency for the sole purpose of enrolling in a school may be considered fraudulent documentation as defined in sections I. and V. of this policy.

Comment [117]: Section replaced by the *Person Acting as Parent Form* and process.

- E. [In situations where a natural parent or guardian is unavailable to provide a written notarized statement as required on the *Person Acting as Parent Form*, the requirement for such statement may be waived by the principal/designee. Examples include parents who have abandoned their child, are incarcerated, or are living in a foreign country. These students may be referred to the appropriate district staff for support services.](#)
- F. [Should the principal/designee disagree with the stated extenuating circumstance, the parent shall be referred to the Office of Service Quality to make a final determination.](#)

Comment [118] : Schools should provide notice of the appeals process to the parent and contact information for the Office of Service Quality (754) 321-3636.

V. WITHDRAWAL

- A. Only the parent who registers the student may withdraw the minor student from his or her current school, without proper documentation of extenuating circumstances indicating otherwise.
- B. Pursuant to F.S. 1003.21, a child who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the child files a formal declaration of intent to terminate school enrollment with the District School Board.
 - 1. The declaration must acknowledge that terminating school enrollment is likely to reduce the student’s earning potential and must be signed by the child and the child’s parent or legal guardian.
 - 2. The school district must notify the child’s parent of the child’s declaration of intent to terminate school enrollment.
- C. The school shall conduct an exit interview and complete a drop out survey, ~~as outlined in SBBC Policy 5.5 Attendance~~ for all students who withdraw from school prior to graduation, regardless of age, [to determine the reasons for the student’s decision to terminate school enrollment and actions taken to keep the student in school \(SBBC Policy 5.5 F.S. 1003.21\(2\)\(c\)\).](#)
- D. Students under 16 years of age may not be withdrawn from school for any reason unless covered by an exemption (F.S. 1003.21) coordinated by the ~~Student Welfare and Attendance~~ [Student Services](#) Department and approved by the Superintendent or expelled through board action. This shall not be construed to preclude any student who transfers, withdraws, or is withdrawn for any of the above reasons from returning to the regular school program, providing the proper procedures for remaining in or returning to school have been followed.
- E. When a parent informs the school that the child is being withdrawn for home education and the child stops attending school; the student is to be immediately withdrawn.
 - 1. The District will follow up within 10 days to ensure that parents are in compliance with compulsory education laws.
 - 2. Criminal charges may be filed against the parent(s) if the child is not placed in a school option within 30 days (F.S. 1002.41(1)(a)).

Comment [119] : Sentence converted to outline format.

Comment [120] : Language transferred from School Board Policy 5.5, Attendance Policy.

Comment [121] : Department title change

VI. INVESTIGATIONS SUBMISSION OF FRAUDULENT INFORMATION

- A. Schools have the right to verify any information provided by the student and/or the students' parent(s).
- B. ~~Florida Statute 837.06 provides that whoever~~ A person who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree (F.S. 837.06).
- C. ~~Additionally, a~~ 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 ~~under~~ (F.S. 92.525).
- D. Students whose parents are found, after appropriate investigation, to have submitted false information in an effort to enroll a student in a school to which the student was not assigned, shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school.
- E. Internal or external ~~review~~ personnel including, but not limited to an investigator, may be utilized to conduct ~~random~~ targeted checks by reasonable means, verify information provided and may utilize public records and databases, to the extent permissible under Florida and federal law.
- F. The District may provide information to the appropriate county or state agency for prosecution for any fraudulent information knowingly submitted.

Comment [122]: Reference moved to the end of the subsection.

Comment [123]: Investigations will be prioritized for schools at 102% capacity or greater or scheduled to undergo a boundary change in the next two years. Also, investigations will be conducted for specific situations where the students safety is at-risk or as deemed necessary by the principal/designee.

Authority: 1001.4, 1003.21, 1003.22, 1008.25

Policy adopted: 10/5/99; Policy amended: 5/6/03, 9/11/07, 8/5/08, 01/15/13, 06/21/16