



Broward County Public Schools  
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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 (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.

#### 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)).

G. **Registration**

A student is registered in school when the parent completes all of the required paperwork as described in this policy. Registration does not complete the enrollment or placement process, because the placement of the student in specific classes or programs may not occur until the student is enrolled.

H. **Residence**

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

I. **Unaccompanied Homeless Youth**

A student who is not in the physical custody of a parent or legal guardian (McKinney-Vento Act).

II. GRADE LEVEL PLACEMENT

A. Prekindergarten

1. **Early Head Start:** A child from birth to two (2) years of age on or before September 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> of the school year, shall be eligible for Voluntary Pre-Kindergarten.
  - b. If a child is four (4) years of age by September 1<sup>st</sup> of the school year **and** they subsequently turn five (5) years of age between February 2<sup>nd</sup> and August 31<sup>st</sup> 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 1<sup>st</sup> 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.

B. Prekindergarten Children with Disabilities

1. A prekindergarten child with disabilities is a child who is below five (5) years of age on or before September 1<sup>st</sup> 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. In-State – Kindergarten (F.S. 1003.21(1)(2))**

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

**D. In-State – First Grade (F.S. 1003.21(1)(2)(b))**

1. **Public Schools:** Children who have attained the age six years on or before September 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> of the school year and who have completed kindergarten in a home education program and present an approved, annual educational evaluation may be enrolled in first grade.

**E. Out-of-State - 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).
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).

3. In order to be admitted to Florida schools, such a student transferring from an out-of-state school must provide the following data:
  - 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.

#### **F. 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 (F.S. 1008.25(6)(a)).
- b. Students 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 provisionally, based upon educational records available or the grade level to which they indicate membership. A reasonable effort should be made to obtain such records.
- 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.

##### **2. Home Education**

- a. Students who have been enrolled in a Home Education program and are seeking enrollment into a public school shall be enrolled.
  - i. Placement will be determined by the principal after a review of one or all of the following:
    - (a) Annual home education evaluation.
    - (b) Student's home education portfolio.
    - (c) Achievement test scores provided by the parent or from a test administered by the school.

- b. Home education students are eligible to participate in public school extracurricular activities at their boundaried school.
  - i. The public school 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 shall afford the home education student the opportunity to enroll in that class (F.S. 1006.15(3)(c)).

#### H. Teen Parent Enrollment

1. Students who are pregnant shall not be prohibited from attending their regular school.
2. 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.

### III. REGISTRATION REQUIREMENTS

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.

#### A. Student Registration Form

1. **Social Security Number:** Each student enrolled in a Broward County Public School shall be asked to provide his or her Social Security Number; 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 address 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 Form* must complete a Homeless Education Program (HEP) registration.
  - b. This HEP form shall be 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, 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:** The *Student Registration Form* shall be completed and resubmitted with appropriate proofs of residency by the parent(s) each time a student:
    - a. Changes schools within 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.
- B. Emergency Contact Card:
1. **Registering Parent:** The registering parent shall 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.
  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. **Authorized Persons:** Both parents 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.
- C. Proof of Age (F.S. 1003.21)
1. **Official birth certificate:** 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 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, 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
  7. **Sworn Affidavit:** If none of these evidences can be produced, an affidavit sworn to by the parent, accompanied by a certificate of age signed by a public 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.

D. Proof of Residence

1. A student shall attend the school in the geographical boundary in which 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, 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. 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 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 proof of address due to extenuating circumstances, including, but not limited to undocumented immigration status, shall complete an *Affidavit of Shared Housing Form*.
  - 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**
- a. 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 (F.S. 741.401-741.409 and 741.465).
  - b. Parents may make a request for a confidential address to the school principal.
  - c. ACP participants' mail must be addressed and delivered to an address designated by the Attorney General as a substitute mailing address.
  - d. Clients who use the substitute address will have first class mail forwarded to their actual location by the Office of the Attorney General. Program participants' actual location will be confidential.
  - e. ACP participants will be issued an ACP identification card to be used when creating records with state and local agencies.
  - f. School staff shall not ask or encourage program participants to share their protected information.

All documents must be current and include the name of the registering parent and residential address used for enrollment.	
Column A	Column B
<ul style="list-style-type: none"> <li>1. Property tax bill</li> <li>2. Homestead exemption card</li> <li>3. Deed</li> <li>4. Mortgage statement</li> <li>5. Home purchase contract, including specified closing date within 30 days of enrollment and a copy of the deed to be provided within 60 calendar days of closing date</li> <li>6. Notarized lease agreement with the name and phone number of lessor</li> </ul>	<ul style="list-style-type: none"> <li>1. Utility bill (i.e., electric, water, waste)</li> <li>2. Telephone or cellular phone bill</li> <li>3. Verification of tenancy letter from homeowners or condominium association</li> <li>4. Declaration of Domicile Form from the County Records Department</li> <li>5. Florida Drivers license</li> <li>6. Florida identification card</li> <li>7. Automobile registration</li> <li>8. Automobile insurance</li> <li>9. Credit card statement</li> <li>10. Two consecutive bank account statements</li> <li>11. United States Postal Service confirmation of address change request</li> </ul>

**E. 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 (E) only, enrollment shall be defined as the day the student is brought to school to fill out necessary forms (i.e. registration) to become a Broward County Public School student. It is not necessarily the first day the student attends school for educational purposes.

**F. Proof of Immunizations**

1. Florida law requires that, prior to a child's attendance in a public school in prekindergarten through 12<sup>th</sup> grade, parents shall provide a Florida Certificate of Immunization form (DH 680).
2. The Florida Department of Health shall determine the required immunizations: 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.

**IV. PERSON ACTING AS PARENT**

- A. If 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.
- 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.
- 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.

## 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 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 (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 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)).

## VI. INVESTIGATIONS OF FRAUDULENT INFORMATION

- A. Schools have the right to verify any information provided by the student and/or the students' parent(s).
- B. 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. 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 (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 personnel including, but not limited to an investigator, may be utilized to conduct 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.

Authority: 1001.4, 1003.21, 1003.22, 1008.25

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