

SCHOOL BOARD WORKSHOP (2)

Policy 5.1 Enrollment & Withdrawal



BROWARD COUNTY PUBLIC SCHOOLS

Changes

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Definitions

B. Enrollment:

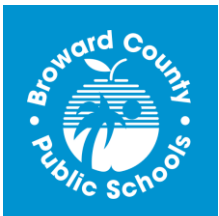
Enrollment of the student begins on the first day the student attends school for educational purposes ~~and is placed in the appropriate class(es) and/or program.~~

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.

~~Provisional Domicile~~

~~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.~~



Grade Level Placement

- Consolidated Sections
 - “Entrance Requirements”
 - “Enrollment and Placement”
- Formatting
 - Outline from paragraph
 - Consolidated duplicate language
 - Alignment to rules and statutes
- VPK
 - Students who turn 5 between Feb.1 and Aug. 30 may defer entry and begin VPK at age 5 (HB 7029)



Registration Requirements

- Introductory Paragraph Addition
- Student Registration Form
 - Home Language Survey
 - Families in Transition
- Review of Registration Information
- Emergency Contact Card
 - Different sections for Registering and Non-Registering Parent
 - Annual update requirement
 - Withdrawal rights moved to Withdrawal section (VII)



Proof of Age

- F.S. 1003.21
 - Birth Certificate
 - Certificate of Baptism
 - Insurance Policy
 - Religious Record
 - Passport
 - Transcript
 - Sworn Affidavit



Proof of Residency

- Own
 - Column A (1)
 - Column B (1)
- Rent
 - Column A (1)
 - Column B (1)
- Share
 - Shared Housing Affidavit
 - Owner/Renter
 - Parent
 - Owner/Renter
 - Column A (1)
 - Column B (1)
 - Parent(s)
 - Column B (2)
- Homeless
 - HEART Procedures

Affidavit of Shared Housing

- Replaces “Provisional Domicile”
- Forms in development by Legal Services
 - Modeled after other districts
- Requires parent and owner/renter:
 - Sworn and notarized signatures
 - Documentation from Columns A and B
- Subject to fraudulent consequences

Proof of Residency Resubmission

- For schools at:
 - 102% Capacity or greater
 - Anticipated boundary change in next two years
- Document resubmission is required at the principal and/or district's discretion



Column A

- Property Tax Bill
- Homestead Exemption Card
- Deed
- Mortgage Statement
- Purchase Contract
 - Specified closing date within 30 days of enrollment
 - Copy of the deed within 60 calendar days
- Notarized Lease Agreement
 - Name and phone number of the lessor



Column B

- Utility Bill
- Phone Bill
- HOA Verification
- Declaration of Domicile
- Florida Driver's License
- Florida Identification Card
- Auto Registration
- Auto Insurance
- Credit Card Statement
- Bank Statements
- USPS Change of Address
- Medical Bill
- W-2
- Pay Stub
- Income Tax Return
- Social Services Verification
- Medicaid Card
- Voter Registration Card
- USCIS Application
- Other Official Correspondence

ORANGE COLORS REPRESENT NEW DOCUMENTS



Person Acting as Parent

- Replaces Current In/Out of Tri-County Area Requirements
- Department of Children and Families (DCF)
 - Students enrolled regardless of custodial parent residence
- When residing with a relative or friend
 - Not for purpose of enrollment in a particular school
 - Forms in development by Legal Services
 - Sworn and notarized statements
 - Unavailable parent signatures may be waived
 - Appeals process
 - Modeled after other districts' policies



Investigations & Fraud

- Targeted Investigations
 - Schools at 102% capacity or greater
 - Boundary revision scheduled within 2 years
 - Student safety
 - Technology and public information usage
- Consequences of Fraud
 - Perjury by written declaration (Felony – 3rd)
 - Misleading a public servant (Misdemeanor – 2nd)
 - Homestead fraud (Tax Lien and Penalties)



Scribner Errors and Updated Info

- Section II(A)(1)
 - All students who are homeless must be given a 30 ~~school~~ calendar day grace period for all enrollment documentation...
- Section IV(E)
 - “...This form shall be ~~faxed~~ sent to the Homeless Education...
- Section VII(C)
 - “...coordinated by the ~~Student Welfare and Attendance~~ Student Services Department and approved...”



Confidentiality Program

II(B). Address Confidentiality Program

“...mail must be addressed and delivered to ~~the post office box assigned as a substitute address~~ an address designated by the Attorney General as a substitute mailing address.”

The School Board of Broward County, Florida

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