



# Registration Checklist for Parent/Guardian

## **Students who are new to Palm Beach County**

- ✓ Completed registration form ([PBSD 0636](#))
- ✓ \*Proof of residence
- ✓ Record of immunization
- ✓ Record of physical
- ✓ Proof of birth (birth certificate, passport, religious records)
- ✓ Additional helpful documents, information from previous school

## **Students transferring from within the Palm Beach County School System**

- ✓ Completed registration form ([PBSD 0636](#))
- ✓ \*Proof of residence

### **\*Proof of Residence**

Upon initial enrollment in a school, a student or parent must produce **two current documents** reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows: (According to School Board Policy 5.011)

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
- mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- State of Florida driver's license;
- State of Florida identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.

**If you do not have two forms of proof of residence or for any other extenuating circumstances, please see school administration.**