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.