



BACK TO SCHOOL 2016

Registration Frequently Asked Questions (FAQs)

When should students register for school?

New students should call their home school to register as soon as possible.

What documents does my child need to register?

You may visit the Student Registration Page at www.palmbeachschools.org/students/studentreginfo or see the checklist below:

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*
- 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 paperwork
- 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.

****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)



What immunization requirements do I need to register my child?

IMMUNIZATIONS REQUIREMENTS

2016-2017 School Year

Grades	PK*	K	1	2	3	4	5	6	7	8	9	10	11	12
<i>DTaP/DT Series</i>	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Tdap Booster</i>									X	X	X	X	X	X
<i>Polio Series</i>	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>MMR (2 doses)</i>	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Hepatitis B Series</i>	X*	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Varicella 1 dose</i>	X										X	X	X	X
<i>Varicella 2 doses</i>		X	X	X	X	X	X	X	X	X				
<i>HIB series</i>	X*													

Or visit the School Health Requirements page at www.palmbeachschools.org/safeschools/SchoolHealthEntryRequirements

***PK – Age 3 vaccine doses as indicated for age.**

All new students seeking entrance into a public school in Palm Beach County are required by Florida Statute 1003.22 and School Board Policy to present, at the time of entry, valid documentation of the *Florida Certification of Immunization* Form (DH 680) that they have received the required immunizations against the communicable diseases as identified by the Department of Health.

A valid DH 680 **must** include:

- The student’s complete name, date of birth, and the name of the student’s parent/guardian.
- All vaccine dates with the month/day/year.
- Name of the physician or clinic; physician or clinic address; signature (or signature stamp) of the physician, nurse or the physician’s authorized designee; or the County Health Department stamp, nurse’s signature, and the date the form was signed and issued. Electronic signatures from FL SHOTS are valid.

The *Florida Certification of Immunization* – (DH 680) – includes sections for temporary and permanent medical exemptions. Temporary Medical Exemptions must have an expiration date. Permanent Medical Exemptions must specify which vaccine the student is exempted from and the valid clinical reason for exemption. Permanent Medical Exemptions must be signed by a physician (M.D. or D.O.).

Copies of *Florida Certification of Immunization* (DH 680) can be accepted. If a hardship exists for parents transferring students, according to statute, it is permissible to allow 30 school days for the transfer of records.

The *Certificate of Religious Exemption*, (DH 681), is available only through the Florida Department of Health Palm Beach County. It is not available from private physicians. Only a DH 681 will be accepted at school sites. This form is generated by FL SHOTS program for the Health Department, electronically signed, and can be printed on white or color paper.



Homeless students and students entered in a Juvenile Justice program without immunization and physical exam documentation must be enrolled and receive a 30-day exemption. Follow-up with these students should be coordinated through the school counselor.

What are the physical examination requirements to register my child?

For first time entry into a Florida school you will need to comply with the following:

Students are required by Florida Statute 1003.22 and School Board policy to present, at the time of entry, valid documentation of a health examination performed within one year prior to the first date of entry.

The School Entry Health Exam Form (DH 3040*) includes:

- Part I completed and signed by the parent.
- Part II completed and signed/stamped by the physician.
*A copy or facsimile of a completed and appropriately signed DH 3040 is acceptable. However, every effort should be made to have the original documents on file at the school.
- Physical examinations are required for Palm Beach County students entering grades Pre-K, Kindergarten and 7th and preferably presented on the DH 3040.
- Transfer students from within the state of Florida should present records that reflect physical examinations having been performed for at least Kindergarten and 7th Grade.
- Physical examinations are also required for first time entry of all transfer students from outside the state of Florida, or from another country, regardless of grade.
- Out-of-state physical exams for school entrance are permitted if they include all components included on the DH 3040 and have the physician's signature and office stamp. If presenting an out-of-state physical exam, the parent/guardian must also complete and sign Part I of the State of Florida DH 3040. Copies of Part I of the physical exam (DH 3040) have been made specifically for this purpose and should be available at all the schools.
- Out-of-state physicians are able to complete the DH 3040 and may receive a copy of the DH 3040 by contacting the School Health Program, Florida Health Palm Beach County at (561) 671-4168.