

Name: \_\_\_\_\_

School Search by Address: \_\_\_\_\_



# REGISTRATION CHECKLIST

(Go Gather Get)



## STEP 1: Gather the documents listed below.

- Original Certified Birth Certificate or other proof of date of birth**
- Florida Certificate of Immunization.** Florida Certificate of Immunization (DOH680)  
*\*All PreK, KG, 7<sup>TH</sup> & 8<sup>TH</sup> Grade or Students new to Florida schools must have proof of immunization.*
- Physical examination certificate.** Within past 12 months of enrollment date
- Legal Guardianship papers.** (If applicable, assistance @ (941) 708-4971)
- Child's Social Security number.** Section 1008.386, F.S.
- Child's recent report card/transcripts/withdrawal forms.** Final report cards for grades 5<sup>th</sup> – 8<sup>th</sup>, and current withdrawal grades.
- Proof of residency.** Schools accept one of the following:
  - Current mortgage statement, lease agreement, electric, gas or water bill – must include address and name of enrolling parent/guardian
  - Official employer/company statement providing housing to enrolling parent/guardian and family
  - Copy of Migrant Services Certificate of Eligibility
  - Government issued ID/DL with new address or processed USPS change of address documentation AND a notarized statement from the owner/lessee of the residence listing names of all people residing at the address **accompanied** by a current utility bill (power or water) with the owner/lessee's name and address
  - OSP/Choice/Hardship Letter (if enrolling out of your residential attendance zone)

**To obtain a change of address on ID/Driver License:** Contact Manatee County Tax Collector at (941) 741-4801-various locations. Or online at <http://www.flhsmv.gov/ddl/addresschange.html>  
**To process USPS change of address:** Contact the Bradenton Post Office at (941) 747-0867-various locations. Or online at <https://www.usa.gov/post-office>  
**To obtain a replacement Florida birth certificate:** (941) 748-0747 (option 8) Vital Statistics - 410 6<sup>th</sup> Av. E. Bradenton. Parent must make the request and show ID.  
**For assistance with immunizations or physical exam certificates:** Contact Manatee County Health Department at 748-0747, Manatee Rural Health Services at 708-8700, or a participating local physician.

## STEP 2: Fill out School District of Manatee County Enrollment Packet.

- Enrollment Form**
- School District of Manatee County School Health Services Form**
- Student Collection of Social Security Number Consent**
- Request of Records Form** (Needed for KG only if retained or from out of State)

## STEP 3: Deliver all forms.

- School Registrar**
  - At your school's front office.
  - At nearest summer collection site (during summer break).  
Contact the Office of Student Assignment at (941)708-4971 for assistance locating your nearest summer collection site.



**If receiving Special Education services, please provide a copy of current IEP.**