



## **Student Services**

### **School District of Clay County**

# **Checklist for Enrollment of K-12 Students**

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate zoned school.

**For further information, please contact the Records Secretary  
at your zoned school.**

#### **Evidence of Proper Age**

\_\_\_ Official birth certificate.

#### **If such certificate is not available, the following forms of evidence are acceptable:**

- \_\_\_ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.
- \_\_\_ Insurance policy on the child's life which has been in force at least two years.
- \_\_\_ A passport or certificate of arrival in the U.S. showing the age of the child.
- \_\_\_ Official school records that provide evidence that the child has attended school for four years.

### **Evidence of Medical Examination**

- \_\_\_ Within 30 days students grades K-12 and entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose of becoming a Clay County Public School student.
- \_\_\_ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.
- \_\_\_ Medical Treatment Form, if needed. A separate form will be provided at the school.

### **Evidence of Immunization**

- \_\_\_ Florida Certificate of Immunization (Form HD680)
- \_\_\_ Religious exemption (Form 681), a temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680, Part C).

### **Evidence of Custody/Guardianship**

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

- \_\_\_ The individual registering the child must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court.
- \_\_\_ If the student lives in a residence licensed by the Department of Children and Families, the student may be enrolled in the school that serves that licensed residence.
- \_\_\_ A bona fide In-Loco-Parentis relationship must be established. School Board Policy 4.08.

### **Emergency Information**

- \_\_\_ Registration emergency card (Note: Only parents/guardians signing registration form can change registration/emergency information).

### **School Records (If Any)**

- \_\_\_ Latest report card and/or transcript needed for appropriate grade placement. A records request form will be provided at the school.

## Proof of Residency

Clay County School District requires detailed proof of residency provided by a parent/guardian or adult student. Follow the requirements below that best describe your living situation.

If you are **HOMEOWNER**, you **MUST** provide the following **three** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address (within 30 days)

**AND**

You **MUST** provide **one** additional document showing current address from the list below:

- Homeowners insurance policy
- Medical insurance statement
- Property tax record
- Termite bond
- Vehicle registration
- Paycheck stub
- Credit card statement

If you are a **RENTER**, you **MUST** provide the following **three** documents:

- Current lease (updated annually) with the names of everyone living in the household listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address (within 30 days)

**AND**

You **MUST** provide **one** additional document showing current address from the list below:

- Renters insurance policy
- Medical insurance statement
- Vehicle registration
- Paycheck stub
- Credit card statement

If you are **living with a person who owns their home**, the *homeowner* **MUST** provide the following **four** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Homeowner's Acknowledgement form*
- Driver's license/Florida ID with current address (within 30 days)

**AND**

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *homeowner*

You **MUST** provide **one** additional document showing current address from the list below:

- Bank statement
- Cell phone statement
- Vehicle registration
- Paycheck stub

If you are **living with a person who is a renter**, the *renter* **MUST** complete:

- Notarized *Homeowner's Acknowledgement* form

**AND**

The renter **MUST** provide the following **three** documents:

- Current lease
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address (within 30 days)

**AND**

*You* **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *renter*

*You* **MUST** provide **one** additional document showing current address from the list below:

- Bank statement
- Paycheck stub
- Cell phone statement
- Credit card statement
- Vehicle registration

Verifying Residence for the District:

All addresses and changes of address are subject to verification. All student residence addresses and all documents submitted for verification are subject to validation by district staff. Students who are suspected of residing outside of Clay County or in an attendance zone not designated for that student—unless having an approved SPR – will be reported to the district for residency verification.

The district has the authority to verify enrollment information provided by the parent and to reassign a student based upon the investigative determination. A student who is found to be attending an out-of-zone school as the result of giving false or misleading information at registration, shall immediately be transferred to the appropriate school OR withdrawn and referred to the county of legal residence. Any disagreement regarding the investigative finding(s) will be reviewed by the Superintendent or his/her designee.

Parent(s) residing in Clay County or in another district requesting their child live with someone other than the parent/guardian must show documented evidence of physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. If not, that person must have guardianship of the student(s).