



The School Board of Brevard County, Florida

School Enrollment Information *(new and returning students)*

INSTRUCTIONS: Please gather the following documents to present to your child's school in order to register a student new to Brevard Public schools. As a reminder, to enter kindergarten, children must be 5 years old on or before September 1. To enter first grade, children must be 6 years old on or before September 1.

First Time Entry - To register your child in school, the following documentation is needed:

- 1. Verification of age (with one of the following):
 - A. Transcript of child's birth (Birth Certificate)
 - B. Insurance policy
 - C. Passport
 - D. School record
 - E. Certification of baptism, accompanied by parent's affidavit
 - F. Bona fide Bible record, accompanied by parent's affidavit
 - G. Affidavit of age sworn by parent, accompanied by a medical practitioner's statement

- 2. Verification of legal name:
 - A. Birth Certificate

- 3. Verification of immunizations and physical exam:
 - A. Proof of Immunizations on Department of Health Form 680, which can be obtained at one of the Department of Health locations: Titusville Clinic, 611 Singleton Ave, Titusville; Viera Clinic 2555 Judge Fran Jamieson Way, Viera; and Melbourne Clinic, 601 E. University Boulevard, Melbourne.
 - B. Proof of physical examination by a U.S. doctor within the last year. If documentation cannot be provided, a physical examination must be scheduled within thirty (30) days. ****Please note that thirty (30) days is not extended to PreK and Kindergarten students.***

- 4. Verification of academic history
 - A. Transcript
 - B. Last report card
 - C. Withdrawal form

- 5. Verification of Exceptional Student Education information
 - A. Current IEP
 - B. Current 504 Plan

- 6. Verification of your residence (domicile) with **one (1)** of the following from **each tier**:
 - Tier 1
 - A. Current driver license ([*Section 322.19\(2\)*](#), *F.S. requires that you update your address information on your driver's license within thirty (30) calendar days of moving*)
 - B. Current Homestead Exemption Card or Purchase Contract (with expected closing date within ninety (90) days of school) or Warranty Deed
 - C. Lease/rental agreement (with your name as the renter)

 - Tier 2
 - A. Current utilities statement (within the last 30-45 days)
 - B. Florida Voter Registration Card
 - C. Florida Vehicle Registration or Title
 - D. A utility hook up or work order dated within 60 days
 - E. Medical or health card with address listed
 - F. Current homeowner's insurance policy or bill

- G. Current automobile insurance policy or bill
- H. A letter from a homeless shelter, transitional service provider, or a halfway house verifying you receive mail at that address.

***Please be advised:** The students of parents/guardians who falsify address information will be withdrawn and required to enroll at the zoned school. Student may forfeit any future opportunity to attend a school other than his/her zoned school.*

- 7. Verification of Legal Guardianship – If you are not the legal guardian or residential custodial parent of a student, Brevard Public Schools’ procedures require that one of the following documents be provided for enrollment:
 - A. Court custody documentation (must include divorce decree and parenting plan signed by a judge)
 - B. Educational Power of Attorney – *Please utilize Brevard Public Schools’ Educational Power of Attorney form available from the school.*
 - C. Educational Guardianship Affidavit – *Please utilize Brevard Public Schools’ Educational Guardianship Affidavit Form. This form will be accepted only when parents or custodial parent lives outside Brevard County, Florida and adjacent counties.*
 - D. Department of Children and Families placement letter.

Previously Enrolled Students - To register your child in school, the following documentation is needed:

- 1. Proof of your residence with **one (1)** of the following from **each tier**:
 - Tier 1
 - A. Current driver license ([Section 322.19\(2\)](#), F.S. requires that you update your address information on your driver’s license within thirty (30) calendar days of moving)
 - B. Current Homestead Exemption Card or Purchase Contract (with expected closing date within ninety (90) days of school) or Warranty Deed
 - C. Lease/rental agreement (with your name as the renter)

- Tier 2
 - A. Current utilities statement (within the last 30-45 days)
 - B. Florida Voter Registration Card
 - C. Florida Vehicle Registration or Title
 - D. A utility hook up or work order dated within 60 days
 - E. Medical or health card with address listed
 - F. Current homeowner’s insurance policy or bill
 - G. Current automobile insurance policy or bill
 - H. A letter from a homeless shelter, transitional service provider, or a halfway house verifying you receive mail at that address.

***Please be advised:** The students of parents/guardians who falsify address information will be withdrawn and required to enroll at the zoned school. Student may forfeit any future opportunity to attend a school other than his/her zoned school.*

- 2. Verification of Legal Guardianship – If you are not the legal guardian or residential custodial parent of a student, Brevard Public Schools’ procedures require that one of the following documents be provided for enrollment:
 - A. Court custody documentation (must include divorce decree and parenting plan signed by a judge)
 - B. Educational Power of Attorney – *Please utilize Brevard Public Schools’ Educational Power of Attorney form available from the school.*
 - C. Educational Guardianship Affidavit – *Please utilize Brevard Public Schools’ Educational Guardianship Affidavit Form. This form will be accepted only when parents or custodial parent lives outside Brevard County, Florida and adjacent counties.*
 - D. Department of Children and Families placement letter.

Section 837.06, Florida Statutes: False official statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. History.—s. 58, ch. 74-383; s. 34, ch. 75-298; s. 207, ch. 91-224; s. 1313, ch. 97-102.