MIAMI-DADE COUNTY PUBLIC SCHOOLS

Federal & State Compliance Office
489 East Drive
Miami Springs, FL 33166

Initial Entry
Registration Procedures Handbook
2016-2017

Revised March 2016
Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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SECTION I:

FORMS, DOCUMENTS & PROCEDURES FOR INITIAL ENTRY
Miami-Dade County Public Schools

ADMISSION, REGISTRATION AND IMMUNIZATION REQUIREMENTS

To ensure adherence to all registration procedures, a series of forms, documents and procedures have been provided for your convenience, which includes a Registrar’s Checklist (Appendix 1), Registration Procedures for Miami-Dade Online Academy (Appendix 1A), and Registration Requirements (Appendix 2) that may be given to parents, upon request.

I. Forms, Documents and Procedures for Initial Entry

A. Emergency Student Data Form **FM-2733**
   (**available only through S & D)

B. Home Language Survey Form **FM-5196**

C. Age and Legal Name Verification

D. Evidence of Custody/ Guardianship

E. Verification of Address

F. Disclosure at Time of Registration **FM-5740**

G. Health and Immunization Requirements
   1. Student Health Examinations, including proof of tuberculin screening, reading of the test, and appropriate follow-up **DH-3040**
   2. Florida Certificate of Immunization, or Certificate of Exemption **DH-680**

H. Parent Communication

I. Prior Resident Entry Code

J. Student Records
   1. Foreign Students
   2. Out-of-State Transfer Students
   3. Home Education
   4. Special Education Students

K. Military Families

L. Project Up-Start, Children and Youth In Transition Program Student Residency Questionnaire **FM-7378**
A. EMERGENCY STUDENT DATA FORM, FM-2733 (Appendix 3)

Students initially entering Miami-Dade County Public Schools must have at least one Emergency Student Data Form completed by a parent as a part of the registration process. The Emergency Student Data forms in English, Spanish and Haitian Creole are available from Stores and Distribution. The information on this form must be updated annually for all students in membership or when parents provide additional or new information regarding the student. **Only the parent who enrolls the student may withdraw or transfer the student.** Specific procedures for releasing students during the school day are as follows:

1. The **Authorization for Release of Student from School** section of the Emergency Student Data Form must contain the name of any person(s), other than parents, who are authorized to pick up the student during the school day. A parent, as identified on the front side of the Emergency Student Data Form must sign this authorization.

2. In instances where parents are divorced or separated, the action of the school will be governed by the information on the **Authorization for Release of Student from School** section of the Emergency Student Data Form. The enrolling parent is responsible for completing the card, and for notifying the school of additional or new information during the school year.

3. The school administrator or designee (preferably assistant principal or counselor) must be the responsible at the school to release a student during the school day. This school official must review the **Authorization for Release of Student from School** section of the Emergency Student Data Form to ensure that the person requesting the student is authorized to remove the student. **Under no conditions should students working in school offices release other students; students should only be released from the main office.**

4. Only individuals listed on the **Authorization for Release of Student from School** section of the emergency Student Data Form are allowed to take students from school during the school day – provided they are identified as follows:
   a. Individual’s driver license, or other identification card (photo ID preferred);
   b. Individual is identified by **student being picked up** if picture ID is not presented; or
   c. Individual is identified by school personnel.

5. Individuals who do not provide the identification information listed above, and are authorized to pick up children from elementary schools should have a signed note from the parent on file and/or a phone call should be made to the parent for purposes of identification.

Other than a parent, a person whose name is not on the **Authorization for Release of Student from School** section of the Emergency Student Data Form is not permitted to pick up the student early, or at the end of the school day. The parent must be contacted to seek authorization. **No release shall be permitted**
regardless of the person’s relationship to the student, until the parent approves.

Instructions have been developed in three languages to assist parents in completing the Emergency Student Data Form. For assistance, you may access the link provided herein: Initial Entry Registration Procedures Handbook 2016-2017.

For information regarding release of students to law enforcement officers or to the Florida Department of Children and Families, staff should contact the Children’s Courthouse, 305-679-2800 or the District/School Operations Juvenile Support Office at EDAT@dadeschools.net.

For students who are pre-registered (future) in DSIS, two preprinted forms will be sent to each school by Information Technology Services (ITS) in August of each year. The pre-printed information represents the most recent data available on the District Student Information System (DSIS).

B. HOME LANGUAGE SURVEY FORM, FM-5196

The Florida Department of Education in accordance with the META Consent Decree which addresses the civil rights of ELL students mandates that every student initially entering Miami-Dade County Public Schools be asked a series of three questions, as part of the registration process. The Home Language Survey, FM-5196, is available in English, Spanish, and Haitian Creole.

C. AGE AND LEGAL NAME VERIFICATION

Florida Statute 1003.21, School Attendance, specifies the evidence required to establish proof of birth, and alternative options if the first prescribed evidence is not available, in the prescribed order, as provided below. Review Glossary in Appendix 2 for definition of terms.

a. A duly attested transcript of the child’s birth record filed according to law with a public officer charged with the duty of recording births (original birth certificate); hospital certificate is not acceptable. Birth certificates issued as of January of 2013 to present cannot be photocopied. Complete the Verification of Birth Certificate Form, FM-6982, with the student information provided on the original birth certificate; or
b. A duly attested transcript of the certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or
c. An insurance policy on the child’s life which has been in force for at least two years; or
d. A bona fide contemporary religious record of the child’s birth accompanied by an affidavit sworn to by the parent; or
e. A passport or certificate of arrival in the United States showing the age of the child. Since the passport or certificate of arrival cannot be copied,
you must complete Verification of Student Information on Passport, Parolee Card or Certificate of Arrival, FM-6670; or

f. A transcript of record of age shown in the child’s school record of at least 4 years prior to application, stating date of birth; or

g. If none of these evidences can be produced, parent must supply an Affidavit of Age, FM-4681, available in English, Spanish, and Haitian Creole, sworn by the parent, and accompanied by a Certificate of Age signed by a public health officer or by a public school physician, or, if practicing physician designated by the school board, which certificate shall state the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

BIRTH CERTIFICATE

Parents are to provide proof of age for their child. School site personnel may provide parents information on how to request original birth certificates. Hospital Certificates are not acceptable. If available, a copy of the birth certificate is to be placed in the student’s Cumulative Record Folder, and the birth registration number is to be recorded in the appropriate place on the Cumulative Record Folder.

APPLYING FOR A BIRTH CERTIFICATE

Birth certificates are to be requested from the Bureau of Vital Statics appropriate to where the child was born. The requester (parent) must provide specific information at the time of the request, along with any associated fees for processing. A chart has been prepared by State for your convenience. (Appendix 5)

LEGAL NAMES OF STUDENTS

School Board Policy 5200-Attendance states that...requests from a parent to enroll a child in a public school under a name other than the legal name may be granted on a temporary basis provided court action is in process to make the assumed name legal. Official school records must list both the legal name and assumed name of the student. Students entering a District school for the first time must have an Emergency Student Data Form completed with both legal and assumed names shown.

A student’s legal name should not be changed on any of the student’s records without a legal document noting the change. Upon registration, the staff person who is initially entering a student’s name into DSIS should enter the student’s name as it appears on the legal document. Do not enter the name the parent wrote on the Emergency Student Data Form. It is imperative that the legal document be used to enter information in the District Student Information System (DSIS).

When a student’s name, birth date, sex, ethnicity or place of birth is initially entered incorrectly, or when a legal document is provided with different information, you must submit a Heat-Self-Service Ticket to the Federal and State Compliance Office along with the Change of Data Form, FM-0735, and any documents to support the change.
D. EVIDENCE OF CUSTODY/ GUARDIANSHIP

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

1. If the parent lives within Miami-Dade, Broward, Palm Beach or Monroe, the parent must provide documentation of custody by an appropriate state agency such as the Florida Department of Children and Families or the court. Applications for temporary custody of minor children by extended family can be obtained at the Lawson Thomas Courthouse at 175 NW 1st Ave., Suite 2441, Miami, Florida, 33128, 305-349-7800.

2. If a parent resides within Miami-Dade, Broward, Palm Beach or Monroe and the student lives in a residence licensed by the Florida Department of Children and Families, the student may be registered and enrolled in the school that serves that licensed residence.

3. If the parent lives outside of Miami-Dade, Broward, Palm Beach or Monroe, the school may accept a notarized statement from the parent identifying the person assuming responsibility for the supervision of the child.

E. VERIFICATION OF ADDRESS

Verification of parent’s residence shall be required at the time the child registers in a District school. At the discretion of the Superintendent, verification of residence may be required at any other time during the school year. The student shall reside with the parent placing the student in the neighborhood school.

Verification of address requires two (2) of the following:

A. Broker’s or attorney’s statement of parent’s purchase of residence, or properly executed lease agreement;
B. Current Homestead Exemption card; and/or
C. Electric deposit payment receipt or electric bill, bottom portion, showing name and service address.

If verification is not provided or submitted documents not acceptable, the Superintendent may verify the student’s residence address.

If an electric deposit payment receipt is used as verification, the electric bill, bottom portion, must also be submitted to the school within forty (40) calendar days after registration. If the parent is unable to furnish the school with the requested electric deposit receipt, the student will be allowed to reenroll in the new school, but must submit the electric bill, bottom portion, to the school within forty (40) calendar days.

When a change of family residence occurs after ninety (90) school days in which a student is enrolled in a school which would place the student in a different attendance area, the student, upon the request of the parent, may complete the year in the present school. No transportation will be provided.
When a change of family residence occurs after ninety (90) days in which a student is enrolled in grades 11 through 12, or is enrolled in the last grade offered at a school, which would place the student in a different attendance area, the student, upon the request of the parent, may remain in the present school through graduation (for grades 11 through 12), or the last grade offered at the school. No transportation will be provided.

Florida Statute 837.06, False Official Statements, states that any parent who knowingly makes false statements in writing with the intent to mislead a public servant will be penalized by law - Miami-Dade County Public Schools Statement of Bonafide Residence, FM-7444.

To obtain guardianship of a student, the legal parent must submit to the school a power of attorney that has been properly executed by the legal system, the receipt of affidavit from the Family Court, and valid photo identification.

F. DISCLOSURE AT TIME OF REGISTRATION, FM-5740

Florida Statute 1006.07, District School Board Duties Relating to Student Discipline and School Safety, requires that any student seeking admission to a public school in the State of Florida be required to provide information regarding expulsions, arrests which may have resulted in a formal charge, or any involvement with the Juvenile Justice System, at the time of initial registration.

G. HEALTH AND IMMUNIZATION REQUIREMENTS

NO STUDENT WILL BE ADMITTED TO SCHOOL WITHOUT PRESENTING TANGIBLE DOCUMENTATION THAT IMMUNIZATION AND HEALTH REQUIREMENTS HAVE BEEN MET.

Schools are to keep a list of names and addresses of all students who have not enrolled because of missing required documents. If students on this list do not register within a reasonable period of time, the school is to request home visits from the School Social Worker, to ensure student enrollment and assist the parents.

Parent shall be encouraged to contact a private physician, clinic, or local health center for information regarding required immunizations. If parents cannot afford to visit a private physician, or if parents indicate that they do not have another source of health care, they can contact The Children’s Trust Helpline at 211, or the Florida Department of Health in Miami-Dade County, at (786) 845-0550 for information regarding free immunizations, and/or reduced price for school physical examinations.

Health and Immunization documentation shall be completed on forms approved and provided by the Florida Department of Health, and shall become a part of each student’s Cumulative School Health Record to be transferred when the student is promoted or changes schools. The Cumulative School Health Records (DH-3041) may be obtained by contacting the Miami-Dade County Public Schools’ Comprehensive Health Services Program at 305-805-4600.
For the 2016-2017 school year, the following changes will take effect:

<table>
<thead>
<tr>
<th>Grade Levels (including retained for the grade)</th>
<th>Immunization Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten, first, second, third, fourth, fifth sixth, seventh and eighth grade.</td>
<td>Two (2) doses of varicella vaccine or proof of varicella</td>
</tr>
<tr>
<td>Pre-Kindergarten, ninth, tenth, eleventh, and twelfth grade.</td>
<td>One (1) dose of varicella vaccine or proof varicella disease</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>The final dose of IPV (polio) vaccine must be administered on or after the student’s 4th birthday for entry into Kindergarten. A 5th dose is required if the 4th dose was administered prior to the 4th birthday. Students in grades 1 through 12 do not have to be recalled if all 4 polio doses were administered prior to the 4th birthday.</td>
</tr>
</tbody>
</table>

1. **Student Health Examinations** [DH-3040]

   Students enrolling in a Florida school for the first time must present proof of a physical exam done within 12 months prior to entry. In addition, Miami-Dade County Public Schools requires a Tuberculosis Clinical Screening with appropriate follow-up, if needed.

   Students transferring from within the state or within the county are not required to be re-examined. However, all students initially entering Miami- Dade County Public Schools must present proof of Tuberculosis Clinical Screening prior to enrollment and evidence of appropriate follow-up, if necessary.

2. **Florida Certification of Immunization** [DH-680]

   Florida Statute 1003.22(1), School-entry health examinations; immunization against communicable diseases; exemptions; duties of Department of Health, indicates that the school board of each district shall require each student in PK-12 prior to admittance to, or attendance in a Florida public or private school, to present or to have on file a Certificate of Immunization is required by the Florida Department of Health.

   Students enrolling in school for the first time or transferring into Miami-Dade County Public Schools from out-of-state or from another county within the state must present one of the following:

   a. Part A-1, Certificate of Immunization for K-12, excluding 7th grade requirements
b. part A-2, Certificate of Immunization Supplement for 7th grade requirements

c. Part B, Temporary Medical Exemption – additional certification must be presented on or before the expiration date, or student should be excluded from school;

d. Part C, Permanent Medical Exemption: The Certification of Immunization, form DH-680, can now be printed on white or blue paper. Schools should accept the DH-680 form if printed on white paper. Forms may be completed by hand or printed from the Florida State Online Tracking System (Florida SHOTS). When determining the validity of form DH-680, please follow the guidelines below that reflect the Form’s legal requirements:

- Must be a DOH Form (from Florida SHOTS or a pre-printed blank form);
- Must be legible; and
- Must have the signature of the provider (either by hand or by means of an electronic signature verification ID from Florida SHOTS).

3. Religious Exemption from Immunization DH-681

The Religious Exemption from Immunization form, DH-681, may be obtained from the Special Immunization Program of the Florida Department of Public Health, 786-845-0550.

Health Records for students within the state should be requested via the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.). For additional information, call the Florida Department of Health, Miami-Dade County, at 786-845-0550.

Parents of students transferring within Miami-Dade County Public Schools do not need to be issued a copy of the immunization documentation on file in the student’s cumulative folder. The receiving school can access the immunization information from the District Student Information System (DSIS), Student Information Screen (PF3), and then access the Health Information Screen (PF17).

Students identified as Military Children, Project UP-START, Homeless Children, Youth Program and Juvenile Justice Programs are to be admitted to school on a 30 day temporary exemption. Absence of the documents will not prevent the student from attending school. For information regarding students in transition (homeless), you may contact Ms. Debra Albo-Steiger, Program Manager, School Social Worker, Division of Student Services, at 305-995-7558.

4. Florida SHOTS (State of Florida Immunization Registry) DH-680

Florida SHOTS (State of Florida Immunization Registry) is a free, statewide, centralized online immunization registry that helps parents,
authorized health-care providers, schools and day care centers keep track of immunization records. The registry was designed to assist health care providers by providing the following benefits:

- easy-to-print forms (*Form DH-680);
- 24/7 access to immunization information;
- Up-to-date immunization tracking software that never needs to be downloaded or upgraded on your computer;
- System-certified electronic *Form DH-680 – accessible directly to authorized schools, child-care centers, and medical providers;
- Reliable, consolidated immunization histories for new or continuing patients;
- Previously reported contraindications; and
- Immunization reminders and recalls.

*These forms are not available to the public and must be completed by a Florida physician or a Florida county health department.

H. PARENT COMMUNICATION

IMPORTANT MESSAGE TO PARENTS – HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE letter (Appendix 6) may be distributed to each parent who is attempting to enroll a child in Miami-Dade County Public Schools for the first time, and who does not have the required documents. For health related questions, contact Miami-Dade County Public Schools’ Comprehensive Health Services Program at 305-805-4600.

I. PRIOR RESIDENT ENTRY CODE

During the registration process, students entering Miami-Dade County Public Schools must indicate the county, state, country or territory in which they were previously enrolled.

J. STUDENT RECORDS

1. Foreign Student Records (Appendix 7)

Records written in English, Spanish, and Haitian Creole may be converted at the school level, unless they present problems. Records written in languages other than English, Spanish, and Haitian Creole should be sent via the Heat Self-Service System to the Federal and State Compliance Office, Foreign Records/Student Visa Department. For questions regarding foreign records, and/or student placement, you may consult with the FASCO’s Foreign Student Staff.

2. Out-of-State Transfer Students

Entry Into Kindergarten and First Grade by Out-of-State Transfer Students (f.s. 6A-1.0985)
a. RULES OF THE STATE BOARD OF EDUCATION OF FLORIDA regarding entry into kindergarten and first grade by out-of-state transfer students (Appendix 8)

b. Listing of LEGAL MINIMUM PUBLIC SCHOOL ENTRY AGES BY STATE AND TERRITORY as provided by the Florida Department of Education (Appendix 9)

3. HOME EDUCATION

Home education students entering from grades Kindergarten through 11th grade may enter a regular Miami Dade County Public School (MDCPS) from the Florida Home Education program at any time throughout the school year. Any 12th grade student wanting to return to MDCPS may do so at any time of the school year up to the end of the first semester of their senior year. 12th grade students may not enter MDCPS during the second semester of their senior year.

GRADES FOR HOME EDUCATION STUDENTS

Students entering MDCPS from the Florida Home Education program should be scheduled for courses that would be the next course work to follow with the same rigorous course work presented according to their transcripts, grades or portfolio presented to the school. Once the student is scheduled for the next levels of course work, the school must wait until the completion of that school year and the final grade issued by the teachers in order to enter the Home Education grades as follows:

- If the student completes the school course work with a final passing grade, the school registrar must enter into TRACE the Home Education grade brought in by the student with the letter grade of a “P” for pass.
- If the student completes the school course work with a final failing grade, the school registrar must enter into TRACE the Home Education grade brought in by the student with the letter grade of an “F” for fail.

4. SPECIAL EDUCATION STUDENTS

A new school district in which a Special Education student enrolls must take reasonable steps to promptly obtain the student’s records, including the IEP or EP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous school district in which the child was enrolled, as per Florida Rule 6A-6.0334, Individual Educational Plans (IEPs) and Education Plans (EPs) for Transferring Exceptional Students. The previous school district in which the child was enrolled must take reasonable steps to promptly respond to the request from the new school district.

K. MILITARY FAMILIES

Florida Statute 1003.05(3), Assistance to Transitioning Students from Military Families, gives enrollment priority to students whose parents are on active military duty. The following procedures are to be adhered to when processing an out-of-area military transfer.
• Parent must enroll the student at the home school that serves their residence address before the request for the military transfer can be considered;
• Parent completes a Parent Choice Student Transfer Form, FM-3281, and obtains the signature of principal or designee administrator on the form at the home school; and
• Region Center staff approves all military transfers to the requested school if the receiving school’s FISH capacity and its relocatables are below 100%.

L. PROJECT UP-START

Miami-Dade County Public Schools’ Project UP-START is the McKinney Vento Homeless Education Program whose mission is to ensure a successful educational experience for students in transition (homeless) by collaborating with parents, schools, and community to remove barriers to education, and promote a healthy sense of self with hope for a bright tomorrow.

Under the FLDOE McKinney Vento Law, and School Board Policy 5111.01, (Section 5000) identified homeless students are entitled to immediate school enrollment and are given up to 30 days to comply with any required documentation, including birth certificates and immunizations. Students are entitled to transportation to their school or origin – defined as the school in which the student attended prior to living in transition. In order to register a student in Project UP-START, the Residency Questionnaire FM-7378 must be completed and sent to Project UP-START at Projectupstart@dadeschools.net.

If transportation is to be requested to the school of origin, Project UP-START Special Transportation Request Referral Form FM-7405 is to be completed. For additional services including uniform assistance, school supplies, and housing, Project UP-START Referral/Report of Homeless Student Form FM-7404 is to be completed and sent to Project UP-START Office.

Schools should have the Project UP-START Residency Questionnaire Form FM-7378 in the registration packets, and distribute to those students currently enrolled that might benefit from these services. Please note that both nationally and in the state of Florida, the category with the highest number of homeless students are those sharing the housing of other persons due to the loss of permanent housing, economic hardship or a similar reason, also known as “Doubled-up.”

If you have any questions about Project UP-START and services for students in transition, please call Ms. Debra Albo-Steiger, Program Manager, Project UP-START, at (305) 995-7558.
SECTION II:

REGISTRATION & TRANSFERS TO CHOICE/SPECIAL PROGRAMS
REGISTRATION AND TRANSFERS TO CHOICE/SPECIAL PROGRAMS

To ensure the identification and the proper coding of students registered in Choice/Special Programs, explanations and procedures have been provided for your convenience.

II. Registration and Transfers to Choice/Special Programs

A. John M. McKay Scholarship Program (Appendix 10)
B. Opportunity Scholarship Program (Appendix 10)
C. Project UP-START
D. Procedures for Dependent Student Transfers – Juvenile Justice Support Office (JJSO)
   1. Foster Care Out of Area Transfers – Dependent Students (Appendix 11)
   2. School Transfers – Dependent Students
   3. Working with Dependent Students
E. Non-MDCPS Students – Location 8013 (Appendix 10)
F. Teenage Parent Program (TAP) – Enrollment Procedures for School Registrars
II. Registration and Transfers to Choice/Special Programs

A. JOHN M. MCKAY SCHOLARSHIP PROGRAM (Appendix 10)

The John M. McKay Program for Students with Disabilities provides students the opportunity to attend:

- A participating private school, transfer code “P”, Work Loc. #3518; or
- Another public school, transfer code “W” with transportation, or transfer code “O” without transportation.

Criteria for student eligibility is as follows:

- Valid Individual Education Plane (IEP) or 504 Plan;
- Five (5) years of age, and younger than 22 years of age by September 1 of the scholarship year;
- Current Florida public school student
- Attended public school in Florida during the prior school year (meeting both the October and February FTE counts)

B. OPPORTUNITY SCHOLARSHIP PROGRAM (Appendix 10)

The Opportunity Scholarship Program provides students assigned to schools with a grade of “D” or “F”, as determined by the Florida Department of Education, the opportunity to transfer to another public school graded “C” or better, transfer code “V” with transportation or transfer code “N” without transportation.

Criteria for student eligibility is as follows:

- The student’s attendance must have occurred during a school year in which the school was designated as failing, or
- The student must have been in attendance in the public school system, or is eligible to start kindergarten, and be assigned to a school that was designated as failing.

C. PROJECT UP-START

Miami Dade County Public Schools’ Project UP-START is the McKinney Vento Homeless Education Program whose mission is to ensure a successful educational experience for students in transition (homeless) by collaborating with parents, schools, and community to remove barriers to education, and promote a healthy sense of self with hope for a bright tomorrow.

Under the FLDOE McKinney Vento Law, and School Board Policy 5111.01, (Section 5000) identified homeless students are entitled to immediate school enrollment and are given up to 30 days to comply with any required documentation, including birth certificates and immunizations. Students are entitled to transportation to their school of origin – defined as the school in
which the student attended prior to living in transition. In order to register a student in Project UP-START, the Residency Questionnaire FM-7378 must be completed and sent to Project UP-START at: Projectupstart@dadeschools.net.

If transportation is to be requested to the school or origin, Project UP-START, Special Transportation Request Form FM-7405 is to be completed. For additional services including uniform assistance, school supplies, and housing, Project UP-START Referral/Report of Homeless Student Form FM-7404 is to be completed and sent to Project UP-START Office.

Schools should have the Project UP-START Residency Questionnaire Form FM-7378 in the registration packets, and distribute to those students currently enrolled that might benefit from these services. Please note that both nationally and in the state of Florida, the category with the highest number of homeless students are those sharing the housing of other persons due to the loss of permanent housing, economic hardship or a similar reason, also known as “Doubled-up.”

If you have any questions about Project UP-START and services for students in transition, please call Ms. Debra Albo-Steiger, Program Manager, Project UP-START, at 305-995-7558.

D. PROCEDURES FOR DEPENDENT STUDENT TRANSFERS — JUVENILE JUSTICE SUPPORT OFFICE (JJSO)

School placements for all dependent students are determined by an educational review conducted by an M-DCPS District Court Liaison at the Juvenile Justice Support Office (JJSO) in District/School Operations. Dependent students are children and youth who are under the supervision of the Department of Children and Families (DCF). These students may be placed in licensed foster care, DCF supervised group homes or shelters, or in DCF supervised relative care.

School personnel may not withdraw a dependent student without prior approval from the Juvenile Justice Support Office in District/School Operations, and must immediately direct DCF child protective investigators, Our Kids Inc. full case management agency workers, licensed foster parents, or anyone wishing to withdraw a dependent student, to the JJSO at the Juvenile Justice Center. Please note that a student may be removed from school at any time by DCF in the course of an investigation, but may not be withdrawn or transferred from his/her school without prior approval from the JJSO.

Questions regarding all dependent student transfers and withdrawals should be directed to the Juvenile Justice Support Office at 305-679-2800.

Foster Care Out of Area Transfers – Dependent Students (Appendix 11)

In order for a dependent student to remain at his/her current school, the student’s full case manager of a DCF child protective investigator must participate in an educational review conducted by a JJSO District Court
Liaison, and request a Foster Care Out-of-Area Transfer. The Foster Care Out-of-Area Transfer form is not available online and the out-of-area transfer may only be completed at the JJSO. Also, Foster Care Out-of-Area Transfers must be authorized by JJSO in District/School Operations.

- JJSO staff will enter a transfer code of “J” in the District Student Information System (DSIS) Student Transfer Form Update screen. The transfer code “J” will appear in the DSIS Student Information screen (PF3) to indicate that the student has been approved for a Foster Care Out-of-Area Transfer, and cannot be removed from his/her current school.

- The full case manager, and/or foster parent, will be directed to the approved school to present a copy of the authorized Foster Care Out-of-Area Transfer and to update the student’s records, including the student data card and emergency contact information. It is imperative that schools ensure that both hard copy and electronic emergency contact is updated.

- All students approved for a Foster Care Out-of-Area Transfer may be eligible for M-DCPS transportation. The JJSO will request transportation for all such transfers; however the school will receive the bus and route information directly from transportation, and is responsible for informing and providing this information to the student.

**School Transfers – Dependent Students**

- Although approval of a transfer for a dependent student from his/her current school placement is unlikely, the receiving school must contact the JJSO to verify that the transfer has been authorized.

- If the transfer is approved by the JJSO, the DCF worker, full case manager, or foster parent will be directed to the receiving school to register the student.

- The receiving school’s registrar must contact the sending school’s registrar for withdrawal, and to complete the transfer. DCF workers, full case managers, foster parents, are not to be directed back to the sending school for withdrawal or transfer.

- The receiving school’s registrar should provide a Dependent Student Address Verification Form **FM-6536**, and assist the DCF worker, full case manager, or foster parent, in completing the form as part of the registration process.

- Any books or other school materials the child has with him/her should be sent back by the receiving school to the sending school via school mail. Schools may not deny the transfer of a dependent student for lost books, school materials, or a financial debt. The students’ parent remains responsible for the financial obligation.
• Any questions by school staff regarding these procedures should be directed to personnel in the Juvenile Justice Support Office at 305-679-2800.

Working with Dependent Students

• **Who are dependent youth?** Students who are under the supervision of the Department of Children and Families (DCF), and under the jurisdiction of the Juvenile Court are considered dependent youth. The entity responsible for child welfare supervision in Miami-Dade County is Our Kids Inc. Several full case management agencies that are supervised by Our Kids, Inc. provide direct case management services to these youth and their families.

• **Where are dependent youth placed?** They may be placed in temporary shelter, licensed foster care, relative care, or in a group home supervised by DCF or full case management agency. Even while in relative care, these youth may still be under the temporary custody of relatives under the supervision of DCF and the jurisdiction of the court.

• **How do school personnel know that a student is under the supervision of DCF?** A dependent student’s educational record is identified by a [DCF flag in the District Student Information System (DSIS) Student Information (PF3) screen. The DCF flag identifies the full case management agency which is responsible for the direct supervision of the youth.

• **Who should school personnel contact with questions regarding dependent students?** M-DCPS and Our Kids, Inc. EDAT provides a clearinghouse and information center for schools and full case management agencies for all issues related to M-DCPS students in the dependency system. Office hours are 7:30 am – 4:30 pm. For immediate assistance during normal business hours call (305) 679-2800.

• **What is the transfer policy regarding dependent students?** In order to provide educational stability to dependent students, M-DCPS students who are under the supervision of DCF have the right to remain at their current school regardless of their home placement within the school district. No school, regional or district personnel, Our Kids or DCF caseworker, full case manager, relative, or foster parent, may withdraw, or transfer, a dependent child without the approval and consent of the Juvenile Justice Support Office (JJSO), District/School Operations, at 305-679-2800.
DISTRICT/SCHOOL OPERATIONS
JUVENILE JUSTICE SUPPORT OFFICE (JJSO)

OUR KIDS FULL CASE MANAGEMENT PROVIDERS
DISTRICT STUDENT INFORMATION SYSTEM (DSIS)

DCF FLAG DESIGNATIONS

A. CHARLEE

D. Center for Family and Child Enrichment (CFCE)

E. Children’s Home Society (CHS)

F. Family Resource Center (FRC)

G. His House (HH)

O. IL – Central

S. IL – South

T. IL – North

Y. Our Kids Temporary Code
   (Utilized for new entries prior to full case management agency
   assignment, courtesy supervisions, or adult students under
   extended jurisdiction)

N. No longer under the supervision of the Department of
   Children and Families (DCF) and/or Our Kids of Miami-
   Dade/Monroe, Inc.

E. NON - MDCPS STUDENTS - LOCATION 8013 (Appendix 10)

A procedure was developed to assign identification numbers for non-MDCPS
students that are tested through the psycho-educational evaluation process.
When a request for evaluation, FM-2561, is completed for non-MDCPS
students, a designee at the site must contact the Federal and State
compliance Office at 305-805-8563, to facilitate the assignment of a student
to location 8013 and to process the request for a student identification
number, or to have an inactive student reactivated into location 8013 for
testing. The student will remain assigned to location 8013 until the student
officially registers at an M-DCPS site.
The following student information is required to process the assignment to location 8013:

- Copy of the birth certificate sent via e-mail to Ms. Rosa Roman at RRoman@dadeschools.net;
- Current address;
- Current telephone number (if possible); and
- Current grade level.

F. TEENAGE PARENT PROGRAM (TAP) – ENROLLMENT PROCEDURES FOR SCHOOL REGISTRARS

1. When a teen parent returns from the Early Learning Coalition Eligibility Center or Approved Contracted Daycare Provider with a completed application, the registrar should enter the infant into DSIS within 24 hours and issue that infant an M-DCPS student identification number, if one hasn’t already been assigned. The infant should be entered into school location 8016 and the section should be 999. If you are unable to enter an infant, please contact the TAP office. Infants cannot be entered into the DSIS system without the parent first being TAP qualified and Single Parent Coded.

- Infants whose parent was attending one of the COPE centers or those re-entering the TAP program should already have M-DCPS student I.D. numbers. (Please check before issuing a new student I.D. number.) Some infants who have I.D. #’s assigned from COPE may have had a change of last name. If so, please complete a HEAT ticket, attach the birth certificate, and forward to the Federal and State Compliance Office.

- When entering the student and infant into the dropout prevention screen using the eligibility forms, please complete the three TAP survey questions at the bottom of the TAP screen.
  
  o Enter the number of children using numbers 1-9
  o Enter whether the infant weighed 5 pounds, using either Y for yes or N for no.
  o Enter the ancillary services the student is eligible to receive: H=Health care, C=child care, S=social service and T=transportation. All four must be listed.

The student’s and infant’s TAP eligibility codes must be entered into DSIS on the student’s Dropout Prevention Information Screen (PF4 then PF19).

- Also listed on the eligibility forms is the single parent coding. This code is entered on the student’s Miscellaneous Information Screen (PF20). Single Parent Coded data is collected to benefit the Carl D. Perkins Grant.
2. Once the infant has been registered, the registrar needs to put the following documents in a labeled folder, inside the mother’s official cum. If the student transfers to another school, copies of all TAP information must be forwarded to the new school via the cumulative folder.

Documents:

- Eligibility forms for parent and infant
- Parental Decision Letter
- TAP application
- Infant’s Birth Certificate
- Home Language Survey form (signed by infant’s parent) **FM-5196**
- Infant’s current blue or white **DH-680** and yellow **DH-3040** H.R.S. Forms (originals)
- Temporary Exempt Certificates must have Expiration Dates

After the student has been entered, check the teen-parent's transportation zone code. If this field has an N for No, please change this field to show a Y for Yes. This is to ensure the teen-parent and infant receive transportation.

3. The registrar must update the infant’s immunization when the teen-parent brings in official documentation that the infant’s immunization has been updated. This is very important because if the immunization is expired, the infant will not be allowed to attend the daycare center.

4. Each time the teen-parent completes a new TAP application, a copy of that application needs to be placed in the infant’s folder and in the parent’s cum. When the infant’s daycare center changes, the new daycare center’s code must be updated and placed on the application. When a daycare change is needed, the student must report to the Early Learning Coalition Eligibility Center of an Approved Contracted Daycare provider that was chosen with their pink copy of the TAP Application for a transfer to be issued. A new application is not needed for transfers. Please contact District TAP Office to approve change in daycare center.
SECTION III:

APPENDICES
Miami-Dade County Public Schools  
Federal and State Compliance Office

| Student Cumulative Record | Registrar’s Checklist |

___ A. **Emergency Student Data Form** – FM-2733  
  - Completed by the parent  
  **form can only be ordered through Storage & Mail Distribution.**

___ B. **Home Language Survey Form** – FM-5196  
  - Date of entry into the U.S. School (DEUSS) must be entered.  
  **other translations are available through the Division of Bilingual and World Languages.**

___ C. **Verification of Age and Legal Name** – Authenticate age and legal name of student by affixing birth verification stamp on the copy of one of the **original** documents below:

  ___ 1. Duly attested original birth certificate; hospital certificate not acceptable  
  ___ 2. Duly attested Certificate of Baptism with a parent affidavit  
  ___ 3. Life Insurance policy for the child in effect for two years  
  ___ 4. Bonafide Bible record with parent affidavit  
  ___ 5. Complete Verification of Student information on a Passport or Certificate of Arrival Form – FM-6670 – authenticating legal name, date of birth and place of birth.  
  **These documents cannot be photocopied.**  
  ___ 6. Transcript of school records for at least four years prior, stating date of birth  
  ___ 7. Affidavit of age sworn by the parent and a Certificate of Age signed by a public health officer – FM-4681

___ D. **Verification of Address** – Must provide two of the following:

  ___ 1. Broker’s or Attorney’s statement of parents’ purchase of residence, or properly executed lease agreement  
  ___ 2. Current Homestead Exemption Card  
  ___ 3. Electric deposit receipt or electric bill, showing name and service address  
  ___ 4. Miami-Dade County Public Schools Statement of Bonafide Residence
E. Disclosure at Time of Registration
   • FM-5740

F. Health Requirements*
   1. Student Health Examination – DH-3040 (yellow form) health
      examination performed within one year prior to enrollment; Clinical TB
      screening/results
   2. Florida Certificate of Immunization – DH-680 - from a private doctor
      or local health provider
* If assistance is needed regarding these documents, please call Comprehensive Health
   at (305) 995-1235.

G. Important Message to Parents
   • Health Requirements for School Entrance

H. Prior Resident Entry Code
   1. County Name
   2. District Number
   3. Enrollment Type

I. Student School Records
   • For grade placement and verification of credits earned
   • Interpretation of foreign records available from Federal and State
     Compliance Office

J. Parent Handbook/Curriculum Bulletin (if applicable)

K. School Insurance and Free and Reduced Lunch Applications

L. Student Code of Conduct

M. Project UP-START, Children and Youth In Transition Program FM-7378

N. Military Families
   • Yes ________ No __________
MIAMI-DADE ONLINE ACADEMY (MDO)
REGISTRATION PROCEDURES FOR NEW STUDENTS
Work Location 7001

Acceptance letter required – If parent does not have documents call (305) 995-1928  
http://mdo.dadeschools.net/

___ A. Complete Emergency Student Data Form - Revised 10/14
   • FM-2733

___ B. Home Language Survey Form
   • FM 5196
   • Dates of entry into the U.S., when applicable, must be entered

___ C. Age and Legal Name Verification – Birth document must be verified by 
   registrar using birth verification stamp for authenticity purposes. Must 
   provide one of the following:
   ___ 1. Duly attested original birth certificate or birth card – Must be 
       original;
   ___ 2. Duly attested Certificate of Baptism with a parent affidavit
   ___ 3. Insurance policy on the child’s life in force for two years
   ___ 4. Bona fide Bible record with parent affidavit
   ___ 5. Passport or Certificate of Arrival in the U.S. showing age of child
       • FM-6670 – These documents cannot be photocopied
   ___ 6. Transcript of school records of at least four years prior, stating date 
       of birth
   ___ 7. Affidavit of age sworn by the parent and a Certificate of Age signed 
       by a public health officer
       • FM-4681

___ D. Verification of Address – Must provide two of the following:
   ___ 1. Broker’s or Attorney’s statement of parents’ purchase of residence, 
       OR properly executed lease agreement
   ___ 2. Current Homestead Exemption Card
   ___ 3. Electric deposit receipt or electric bill, showing name and service 
       address
   ___ 4. Miami-Dade County Public Schools Statement of Bonafide 
       Residence
E. Disclosure at Time of Registration
   - FM-5740

F. Health Requirements*
   1. Student Health Examination – DH-3040 yellow form health examination performed within one year prior to enrollment Clinical TB screening/ results
   2. Florida Certificate of Immunization – DH-680
      From a private doctor or local health provider

   * If assistance is needed regarding these documents, please call Comprehensive Health (305) 995-1235.

G. IMPORTANT MESSAGE TO PARENTS
   - Health Requirements for School Entrance

H. PRIOR RESIDENT ENTRY CODE
   1. County Name
   2. District Number
   3. Enrollment Type

I. STUDENT SCHOOL RECORDS
   - For grade placement and verification of credits earned
   - Interpretation of foreign records available from Federal and State Compliance Office

J. PARENT HANDBOOK/CURRICULUM BULLETIN (if applicable)

K. SCHOOL INSURANCE AND FREE AND REDUCED LUNCH APPLICATIONS

L. STUDENT CODE OF CONDUCT

M. MILITARY FAMILIES
   - Yes ________  No ________

Send the registration materials with MDO documents to:
   Work Location 7001
   Attention: Registrar
Miami-Dade County Public Schools
Registration Requirements

Hours of Registration

Miami-Dade County Public Schools is committed to the education of all children. Your child’s enrollment in this school is very important. If you cannot produce any of these documents, please ask to speak to an administrator.

I. ENTRIES FROM OUT-OF-COUNTY, STATE, COUNTRY, AND PRIVATE SCHOOLS

A. AGE AND LEGAL NAME VERIFICATION – Must provide one of the following:
   1. duly attested original birth certificate; hospital certificate not acceptable
   2. duly attested Certificate of Baptism with a parent affidavit
   3. insurance policy on the child’s life in force for two years
   4. bona fide religious record with parent affidavit
   5. passport or Certificate of Arrival in the U.S. showing age of child
   6. transcript of school records of at least four years prior, stating date of birth
   7. affidavit of age signed by parent and Certificate of Age signed by public health officer

B. VERIFICATION OF ADDRESS – Must provide two of the following:
   1. broker’s or Attorney’s statement of parents’ purchase of residence or properly executed lease agreement;
   2. current Homestead Exemption Card; and
   3. electric deposit receipt or electric bill, showing name and service address.

C. HEALTH REQUIREMENTS – Must provide both forms:
   1. Student Health Examination – DH-3040 (yellow form) physical examination performed one year prior to enrollment.
   2. Florida Certificate of Immunization – DH-680 (blue card) from a private doctor, or local health provider

D. SCHOOL RECORDS
   • verification of credits earned for grade placement; and
   • interpretation of foreign records at no cost available from the Federal & State Compliance Office

II. TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL
   • Parent or legal guardian must bring a withdrawal slip from sending school
   • Proof of address with name of parent/guardian. Glossary provided.
GLOSSARY

Duly attested: Affirmed to be true or genuine. Solemnly declared in writing to support a fact. Certified.

Affidavit: A written or printed declaration or statement of facts, voluntarily made and confirmed by oath of person making it, taken before a notary.

Transcript: Document from the prior school bearing the seal and/or signature of a school official or registrar.

Bona fide: In or with good faith; honestly, openly, and sincerely. Without deceit, simulation, pretense, or fraud.

Broker: A person licensed to sell real estate (houses, etc.)

Properly executed: Fully signed and current lease agreement. Lease signed by landlord and tenant with term and rent.

SPANISH TRANSLATION

GLOSARIO

Duly attested: Certificado, auténtico, atestiguado. Dar fe a través de una deposición.

Affidavit: Declaración jurada; testimonio, affidavitt; atestiguación.

Transcript: Copia de las notas del alumno dadas por la escuela con el sello de dicho centro o con la firma de un oficial escolar o de la persona encargada de matricular a los alumnus.

Bona fide: Buena fe, honesto, sincero. Sin fraude.

Broker: Agente de bienes raices. Person con licencia para vender propiedades (casas, etc.)

Properly executed: Escritura de arrendamiento (renta) firmada por el dueño y el arrendatario, con la fecha corriente, el plazo, y la cantidad.

CREOLE TRANSLATION

TRADIKSYON TÉM


Affidavit: Yon deklarasyon ekri e enprime oswa yon temwayaj ki fét volontéman e ki konfirme ma moun ki fél la lé li sémante devan noté.

Transcript: Doliman ki soti nan lekól kote timoun nan te ye anvan an, ki genyen so ak/oswa siyali ofisyél lekól la.

Bona fide: Fét ak tout onétete epi bón fwa san kache ak tout senserite. San desepsyon, pretans oswa manti.

Broker: Se yon mun ki gen lisans pou vann kay ak té.

Properly executed: Se yon kntra ki siyen kote tout moun dakó. Se yon papye legal pwopriyeté a siyen ansanm ak locaté a ak tout régleman lokasyon yo.
# EMERGENCY STUDENT DATA FORM

<table>
<thead>
<tr>
<th>School No. / Name</th>
<th>I.D. Number</th>
<th>Grade</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Last Name</td>
<td>APP</td>
<td>First Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indicate primary contact phone number to be used for emergencies and automated messaging:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relation</th>
<th>Place of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Cellphone</td>
<td>Email</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Cellphone</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Is either parent in the military?**
- [ ] Yes
- [ ] No
- [ ] Branch

**Kindergarten Only**
- [ ] Was the child in Kindergarten or a Preschool?
- [ ] Was the full cost paid?
- [ ] Yes
- [ ] No
- [ ] Pay amount:
- [ ] Payment plan:
- [ ] Other:
- [ ] Unknown

**EMERGENCY CONTACT INFORMATION**

**Student** in the event of an emergency. It is the parents’ responsibility to assume medical and transportation expenses for your child. In the event that parents of the child cannot be reached, provide contact information below of two persons, by order of priority.

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Relation to Student)</th>
<th>(Address)</th>
<th>(Phone at Work)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Relation to Student)</th>
<th>(Address)</th>
<th>(Phone at Work)</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

**Family Doctor**
- [ ] Phone
- [ ] Preference of Hospital
- [ ] Phone

**Student health/allergy data which should be known in an emergency:**

<table>
<thead>
<tr>
<th>Authorization for release of students from school:</th>
<th>Please provide names of persons authorized or not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized:</td>
<td></td>
</tr>
<tr>
<td>Authorized:</td>
<td></td>
</tr>
<tr>
<td>Not authorized:</td>
<td></td>
</tr>
<tr>
<td>Not authorized:</td>
<td></td>
</tr>
</tbody>
</table>

**IT IS THE PARENTS’ RESPONSIBILITY** to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

**Date:**

**Parent’s Signature Verification:**

---

Parents/guardians have the right to review the professional qualifications of their child’s classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This “right to know”, available from your child’s school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat. § 837.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 92.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The Emergency Student Data Form governs early release withdraw of the student. The person who signs/verifies this form is responsible for providing truthful and accurate information. If the student’s parents are divorced or separated, the enrolling parent is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation or custody.

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FM-2733 (10/14)
INSTRUCTIONS FOR COMPLETING THE EMERGENCY STUDENT DATA FORM

- When giving a work number, please provide an extension number. In the event of an emergency, we need to contact you as quickly as possible.
- Your home phone number is to be written on the front of the form after your address.
- Your work number is to be written in the area after place of employment.
- If you have a cell number, please write it on the front of the form and indicate it is a cell number.
- When you provide an emergency contact, please include telephone numbers other than the ones on the front of the form. If you cannot be reached at work or home in the event of an emergency, we will call emergency contacts. Please provide emergency contact numbers.
- Please make sure that if you have someone who is NOT authorized to pick up your child, write their name in the section that says not authorized.
- If an e-mail address is available, please add to the front of the form.
- Information provided on the Emergency Student Data Form must be accurate and truthful. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Florida Statute Section 837.06, which is punishable as provided in Fla. Sta.,§§ 775.083 and 775.084.
- For cases involving divorce, separation or other custody dispute, the enrolling parent is responsible for completing the Emergency Student Data Form.
- Information provided regarding Authorization for Release of Students from School should be accurate and consistent with any legally binding instrument or court order governing such matters as divorce, separation, or custody. If information contained on the Emergency Student Data Form regarding Authorization for Release of Students from School contradicts any legally binding instrument or court order, the parent contesting the information may seek the assistance of the governing their divorce or custody matter to compel the enrolling parent to correct the information.
INSTRUCCIONES PARA COMPLETAR EL FORMULARIO DE DATOS ESTUDIANTILES EMERGENCIA

- Al dar un número de trabajo, por favor nos proporciona con un número de extensión. En caso de emergencia, tenemos que conseguir lo más rápidamente posible.
- Su número de teléfono de su casa está escrita en la parte frontal de la forma después de su dirección.
- Su número del trabajo está a escrito en el área después del lugar de empleo.
- Si usted tiene un número de celular, por favor escribalo en la parte delantera del formulario e indican que es un número de celular.
- Cuando usted nos equipe con un contacto de emergencia, por favor dénlos los números de teléfono que no sean los de la parte delantera de la forma. En el caso de una emergencia cuando no podemos llegar en contacto con usted en el trabajo o en casa y llamar a los contactos de emergencia y necesitamos otros números.
- Por favor asegúrese de que si hay alguien que no está autorizado a recoger a su hijo que se escribe el nombre en la sección que dice no autorizado.
- Si una dirección de correo electrónico está disponible, por favor agregue al frente del formulario.
- Información proporcionada en el formulario de datos estudiantiles de emergencia debe ser exacta y veraz. Quien a sabiendas hace una declaración falsa en la escritura con la intención de engañar a un funcionario público en el desempeño de su deber oficial será culpable de un delito menor de segundo grado bajo el Florida estatuto, sección 837.06, que es punible según lo dispuesto en Florida Sta., §§ 775.083 y 775.084.
- Donde hay un divorcio, separación u otra disputa de custodia, el padre de memorización es responsable de completar el formulario de datos del estudiantiles de emergencia.
- Información proporcionada con respecto a la autorización para la liberación de los estudiantes de la escuela debe precisa y consistente con cualquier legalmente instrumento vinculante u orden judicial que rigen tales asuntos como divorcio, separación o custodia. Si la información contenida en el formulario de datos estudiantiles de emergencia con respecto a la autorización para la liberación de los estudiantes de la escuela contradice cualquier jurídicamente vinculante instrumento u orden judicial, el padre disputando la información puede solicitar la asistencia de gobernar su materia de divorcio o custodia para obligar a los padres de memorización para corregir la información.
ANSÉYMAN POU FIN IJANS ELÉV DONE FOM

- Le y’ ap anpil travay, souple bay nou ak yon ekstansyon. Ka yon ijans, nou bezwen pran ou ke posib.
- Nimewo telefon lakay ou, se pou ekri sou li a Avant de fóm apwé adrés ou.
- Nimewo travay ou pou ekri nan zón nan apwé, koy travay.
- Si ou gen selil nombre, tanpri ekri li devan an fóm, endike sa se you bann séli.
- Lé nou founi nou ak yon ijans kontak, tanpri, ban nou ninewo telefon pa 24 sou Avant de fóm. Ka yon ijans lé nou pa ka pran kenbe kontak ak nou nan travay ou lakay lé sa nou bezwen pou rele kontak dijans la e nou bezwen anpil lót moun.
- Souple asire nou ke si w gen yon moun ki PAT otorize pou te chwazi pitit ou pou ou ka ekri non nan seksyon ki pa t’otorize.
- Si yon lét elektwonik adrés ki disponib, souple ajoute Avant de fóm.
- Enfòmasyon ki te bay ou sò ijans élév done fóm lan dwe précis Et vérité. Si yon moun ak tout entansyon fè yon deklarasyon tét anba nan ekri ak entansyon pou en esklav piblik nan pèfòmans de droit ofisyèl li pwal koupab de yon move kondwit de dezyèm degre a anba Florid Loi seksyon 837.06, ki se nenpo’t menm jan te founi nan detasyon Laflorid Sta., §§, 775.083 Et 775.084.
- Kote ki pa gen yon divòs pa bó, separasyon oubyen lót sous diskisyon, s’ paran limenm k ap responsab pou fin ijans élév done fóm.
- Enfòmasyon ki te bay sou otorizasyon pou Liberasyon de élèv nan lekòl dwe précis Et cohérentes ak tout legalman Liaison zam ou desizyon tribinal D’ konsa questions kòm divòs, separasyon ou sous. Si enfòmasyon ki genyen ijans élév done fóm konseñan otorizasyon pou Liberasyon de élèv nan lekòl sou avec UN legalman Liaison zam ou nan tribinal, paran an, contester enfòmasyon pou chache asistans de a D’ yo divòs ou sous pwoblèm pou fòse s’ paran pou m korije enfòmasyon an.
Birth certificates are to be requested at the Bureau of Vital Statistics appropriate to the state where one is born. The requester must provide specific information at the time of the application, along with any associated fees for processing. You may access the links provided for specific information by state, or you may contact their office directly.

<table>
<thead>
<tr>
<th>STATE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Alabama Vital Records</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 5625</td>
</tr>
<tr>
<td></td>
<td>Montgomery, AL 36103-5625</td>
</tr>
<tr>
<td></td>
<td>(334) 206-5418</td>
</tr>
<tr>
<td></td>
<td><a href="http://adph.org/vitalrecords">http://adph.org/vitalrecords</a></td>
</tr>
<tr>
<td>ALASKA</td>
<td>Bureau of Vital Statistics</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 110675</td>
</tr>
<tr>
<td></td>
<td>Juneau, AK 99811-0675</td>
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Links:
- [CONNECTICUT](http://www.ct.gov/dph/cwp/view.asp?a=3132&q=388130&dphNav=46940)
- [DELAWARE](http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html)
- [DISTRICT OF COLUMBIA](http://doh.de.gov/service/vital_records)
- [FLORIDA](http://www.floridahealth.gov/certificates/certificates/birth/index.html)
- [MIAMI-DADE COUNTY](http://miamidade/floridahealth.gov/ceritificates/birth/index.html)
- [GEORGIA](http://dph.georgia.gov/birth-records)
- [GUAM](http://www.dphss.guam.gov/content/office-vital-statistics)
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<td>PO Box 7125 Indianapolis, IN 46206-7125 (317) 233-1325</td>
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<td>Center for Records and Statistics</td>
<td>P.O. Box 60630 New Orleans, LA 70160 (504) 593-5100</td>
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<td>150 Mount Vernon Street, 1st Floor</td>
<td>(617) 740-2600</td>
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<td>Vital Records Requests</td>
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<td>P.O. Box 570</td>
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<td>111 North Sanders, Room 6</td>
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<td>Nevada</td>
<td>Office of Vital Records</td>
<td>4150 Technology Way, Suite 104</td>
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<td>New Hampshire</td>
<td>NH Department of State Division of Vital Records Administration Registration/Certification</td>
<td>71 South Fruit Street</td>
<td>(603) 271-4650</td>
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<tr>
<td>New Jersey</td>
<td>New Jersey Department of Health</td>
<td>P.O. Box 370</td>
<td>(609) 292-4087 or (866) 649-8726</td>
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| NEW MEXICO | New Mexico Department of Health Bureau of Vital Records and Health Statistics  
|            | PO Box 25767                  
|            | Albuquerque, NM 87125        
|            | (505) 827-0121 or (866) 534-0051 |
| http://vitalrecordsnm.org/ | |

| NEW YORK | New York State Dept. of Health  
|          | Vital Records Section/Certification Unit  
|          | P.O. Box 2602                  
|          | Albany, NY 12220-2602          
|          | (855) 322-1022                 |
| http://www.health.state.ny.us/vital_records/ | |

| NEW YORK CITY-only | NYC Department of Health and Mental Hygiene  
|                    | Office of Vital Records  
|                    | 125 Worth Street, CN-4, Room 133  
|                    | New York, NY 10013            
|                    | (212) 639-9675                |

| NORTH CAROLINA | North Carolina Vital Records  
|               | 1903 Mail Service Center  
|               | Raleigh, NC 27699-1903      
|               | (919) 733-3000              |
| http://vitalrecords.nc.gov/vitalrecords/ | |

| NORTH DAKOTA | Division of Vital Records  
|             | 600 E Boulevard Ave - Dept. 301  
|             | Bismarck, ND 58505-0200         
|             | (701) 328-2360                 |
| http://www.ndhealth.gov/vital/ | |

| NORTHERN MARIANA ISLANDS | Vital Statistics Office  
|                          | Division of Public Health  
|                          | P.O. Box 500409              
|                          | Saipan, MP 96950             
|                          | (670) 236-8717               |

| OHIO | Ohio Department of Health  
|     | Vital Statistics  
|     | P.O. Box 15098               
|     | Columbus, OH 43215-0098      
|     | (614) 466-2531               |
| www.odh.ohio.gov/vs | |

| OKLAHOMA | Division of Vital Records  
|         | PO Box 53551                 
|         | Oklahoma City, OK 73152      
|         | (405) 271-4040               |
| http://www.ok.gov/health/Birth_and_Death_Certificates/index.html | |

| OREGON | Oregon Vital Records  
|        | PO Box 14050                 
|        | Portland, OR 97293-0050       
|        | (971) 673-1190               |
| http://public.health.oregon.gov/BirthDeathCertificates | |

| PENNSYLVANIA | Division of Vital Records  
|             | Attn: Birth Unit             
|             | PO Box 1528                  
|             | New Castle, PA 16103         
<p>|             | (724) 656-3100               |
| <a href="http://www.health.state.pa.us/vitalrecords">http://www.health.state.pa.us/vitalrecords</a> | |</p>
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<td>Department of Health</td>
<td>P.O. Box 11854</td>
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<td>3 Capitol Hill, Rm 101</td>
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| VIRGIN ISLANDS (U.S.) (MAIL) | Virgin Islands Department of Health  
St. Thomas/St. John District  
Office of Vital Records and Statistics  
1303 Hospital Ground, Suite 10  
St. Thomas, VI 00802  
(340) 774-9000 Ext. 4685 |
| ST. CROIX (MAIL)             | Virgin Islands Department of Health  
St. Croix District  
Office of Vital Records and Statistics  
3500 Estate Richmond  
St. Croix, VI 00820  
(340) 773-1311 Ext. 3086 |
| WASHINGTON                   | Department of Health  
PO Box 9709  
Olympia, WA 98507-9709  
(360) 236-4300 |
| WEST VIRGINIA                | Vital Registration  
Room 165  
350 Capitol Street  
Charleston, WV 25301-3701  
(304) 558-2931 |
| WISCONSIN                    | State Vital Records Office  
PO Box 309  
Madison, WI 53701-0309  
(608) 266-1373 |

updated : 01/07/2016
Florida law requires that your child presents immunization documentation prior to admittance or attendance in a Florida school for the first time. This applies to all new students in pre-kindergarten through the 12th grade. You must present a Florida Certificate of Immunization, DH-Form 680, Part A, B, or C, or Form DH 681 – Religious Exemption when registering your child for the school. The form can now be printed on plain white paper as long as it is printed from the Florida State Health Online Tracking System (FL SHOTS). NOTE: for the 2016-2017 school year, parents must provide documentation of:

- One (1) dose of Varicella (chicken pox) vaccine for pre-kindergarten, ninth, tenth, eleventh, and twelfth grade children entering, attending or transferring into school.
- Two (2) doses of Varicella (chicken pox) vaccine for kindergarten, first, second, third, fourth, fifth, sixth, seventh, and eighth grade children entering, attending, or transferring into school.
- Varicella (chicken pox) vaccine is not required if child has documented history of varicella disease.
- Two (2) valid measles doses for students enrolling in/attending grades kindergarten through twelfth.
- One (1) valid measles dose for students enrolling in/attending pre-kindergarten.
- Pneumococcal conjugate vaccine is required for student 2 months to 59 months old.
- The final dose of IPV (polio) vaccine must be administered on or after the student’s 4th birthday for entry into Kindergarten. A 5th dose is required if the 4th dose was administered prior to the 4th birthday. Students in grades 1 through 12 do not have to be recalled if all 4 polio doses were administered prior to the 4th birthday.
- Hepatitis B vaccine series for children enrolling in/attending grades pre-kindergarten, kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh and twelfth.
- Tdap required for seventh grade students entering, attending or transferring into school.

The “Florida Plan for School Health Services” requires that all students (PK-12) submit documentation of a Students Health Examination performed within the 12 months prior to initial entry into a Florida school. A Student Health Examination (DH or HRS-H Form 3040), including proof of a Tuberculosis Clinical Screening and appropriate follow up if necessary, should be completed and signed by a licensed practicing health care provider, and presented to the school at the time of registration.

Please consult your private health care provider, or usual source of health care for the above requirements before registering your child for school. If you do not have a private provider please contact the Health Department’s Special Immunization Unit (SIP) by calling 786-845-0550 for an immunization appointment. Please have your child’s record of immunizations with you at the time of your appointment. For a reduced price physical examination, contact the Children’s Trust 211 Helpline.

Emergency Contact Cards must be completed and signed by the student’s parent or guardian. If you have any address or telephone number changes please notify the school.
AVISO IMPORTANTE
PARA LOS PADRES DE FAMILIA
REQUISITOS DE SALUD PARA EL INGRESO A LA ESCUELA
PARA EL AÑO ESCOLAR 2016-2017

Las leyes de la Florida requieren que su hijo o hija presente documentación de inmunización sobre sus inmunizaciones o vacunas antes de su admisión o asistencia a una escuela de la Florida por primera vez. Esto se aplica a todos los estudiantes nuevos desde el prekindergarten hasta el duodécimo grado. Deberá presentar un Certificado de Inmunización de la Florida, Formulario 680 del Departamento de Salud, Parte A, B o C (Florida C of Immunization, DH-Form 680, Part A, B or C), el Formulario DH 681 – Exención Religiosa, cuando matricule a su hijo o hija en la escuela. El Formulario se puede imprimir en papel blanco mientras venga de la Florida State Health Online Tracking System (FL SHOTS). NOTA: Para el curso escolar de 2016-2017, los padres de familia deberán presentar documentación en cuanto a las siguientes inmunizaciones:

- Una dosis de la vacuna contra la varicela en el caso de los estudiantes de prekindergarten, noveno, décimo, undécimo, y duodécimo grados que ingresen, asistan, o se transfieran a una escuela de Miami-Dade.
- Dos dosis de la vacuna contra la varicela en el caso de los estudiantes de kindergarten, primero, segundo, tercer, cuarto, quinto, sexto, séptimo y octavo grado que ingresen, asistan, o se transfieran a una escuela de Miami-Dade.
- La vacuna contra la varicela no se requerirá si el/la niño/niña tiene un historial documentado de haber padecido la enfermedad.
- Dos dosis válidas de la vacuna contra el sarampión para los estudiantes que se matriculen o asistan a los grados comprendidos entre el kindergarten y el duodécimo grado.
- Una dosis válida de la vacuna contra el sarampión en el caso de los estudiantes que se matriculen o asistan a prekindergarten.
- La vacuna pneumococcal conjugate se requiere para estudiantes de 2 a 59 meses.
- La última dosis de la vacuna contra la poliomielitis será requerida para aquellos niños que entren al Kindergarten y recibieron la cuarta dosis antes de su cuarto cumpleaños. La quinta dosis se requiere si la cuarta dosis se subministro antes del cuarto cumpleaños. Los estudiantes que cursan los grados del 1 al 12 no serán penalizados si recibieron la cuarta dosis de la vacuna de la poliomielitis antes de su cuarto cumpleaños.
- La serie de las vacunas de la hepatitis B para los estudiantes que se matriculen en prekindergarten, kindergarten, primero, segundo, tercero, cuarto, quinto, sexto, séptimo, octavo, noveno, décimo, undécimo y duodécimo grados.
- La vacuna de refuerzo contra el tétanos y la difteria (Tdap) en el caso de los estudiantes de séptimo grado que ingresen, asistan o se transfieran a una escuela.

El “Plan de Servicios de Salud Escolar de la Florida” (Florida Plan for School Health Services) requiere que todos los estudiantes (desde el prekindergarten hasta el duodécimo grado) presenten documentación de un Examen de Salud del Estudiante (Student’s Health Examination) realizado en un plazo de doce meses antes de su ingreso inicial a una escuela de la Florida. El Examen de Salud del Estudiante (Formulario 3040 de DH o del HRS-H), incluso un comprobante de una prueba clínica de tuberculosis y del seguimiento apropiado si fuese necesario, un proveedor de servicios de cuidado de la salud licenciado en práctica deberá llenarlo y firmarlo para presentarlo en la escuela en el momento en que se efectúe la matrícula.

Le rogamos que consulte a su proveedor de servicios de cuidado de la salud privado o a su fuente de servicios de cuidado de la salud usual antes de matricular a su hijo o hija en la escuela. Si no tiene un proveedor privado, por favor, póngase en contacto con la Unidad Especial de Inmunizaciones del Departamento de Salud (Special Immunization Unit, SIP, por sus siglas en inglés), llamando al 786-845-0550 para sacar un turno para las vacunas. Por favor, lleve consigo el expediente de inmunizaciones de su hijo o hija cuando vaya para su turno. Para un examen físico, llame a la línea de ayuda 211 del Children’s Trust.

El padre, la madre o el tutor o la tutora del estudiante deberán llenar y firmar las tarjetas de contactos para emergencias. Si usted ha tenido algún cambio en las direcciones o números de teléfono notifíquelo a la escuela.
MESAJ ENPÒTAN POU PARAN
SOUDEMAND KONDISYON SANTE POU ANTRE LEKÒL 2016-2017

LwaFlorid mande pou pitit ou prezantedokimanvakasanvanvanyoaksepte loubyenli antre nan yonlekol nan Florid pou premyefwa. Sa aplike pou tout elèvedepinan klasmatènèjsrivate nan 12yèm anesko. Ou dwe prezante yon Sètifika Florid Vaksen, DH-fòm 680, yon pati A, ou B ou C, ou fòm DH 681-relieje ti ankourajman lè ap enskri pitit ou an pou lekol la. Fòm a kapab Kounye a être enprime sou papye bian plain osi lòntan ke li enprime de la “Florida State Health Online Tracking System (FL SHOTS).” (Florid eta sante en Suivi sistèm (PLANS FL)). NOTE: pou 2016-2017 ane lekol, paran yo dwe bay kèk dokiman de:

- Yon (1) dòz vaksen (pyè nan saranpyon) li obligatwa pou pre-kindergarten, sızỳem, wityèm, nevyèm, dìzyèm, vè senkè ak douzyèm klas moun k ap antre nan à ou transfert nan lekol.
- De (2) dòz vaksen (pyè nan saranpyon) li obligatwa pou jaden danfan, premye, dezyèm, twazyèm, katriyèm, fifth, sızỳem, setỳèm ak uityèm klas moun ap antre nan, à, ou transfert nan lekol.
- Pran vaksen kont (pyè nan saranpyon) pa mande l si timoun te konn istwa li obligatwa maladi.
- De (2) valab woujòl dòz pou elèv ki enskri nan/à klas matènèljisrive nan 12yèm anesko.
- Yon (1) valab woujòl dòz pou elèv ki enskri nan/à pre-kindergarten.
- Pneumocoques conjugué vaksen mande pou elèv 2 mwa pou 59 mwa.
- A dénye dòz vaksen IPV (polyo) dwe ëtre administré oswa apré fèt 4 elèv la pou antre nan jaden danfan. Yon dòz 5kyèm mande l si dòz 4 a ke yo te bay anvan fèt 4 a. Elèv ki nan klas 1 à 12 pa gen pou fè a ke yo si tout 4 polyo dòz te bay anvan 4 fèt ki te (nan men egzijans sa a la sèltman pou elèv k ap antre nan kindègadenn efficace pou ane lekol 2012-2013).
- Epatit B vaksen seri pou timoun ki te enskri nan/à klas pre-kindergarten, jaden danfan, premye, dezyèm, twazyèm, katriyèm, cinquième, sızỳem, septième, wityèm, nevyèm, dìzyèm, vè senkè ak douzyèm.
- Tdap mande pou sètyèm elèv klas k ap antre nan, à ou transfert nan lekol.

La “Florid gen Plan pou lekol sèvis sante” mande ke tout elèv (PK-12) prezante dokiman D’ Examen sante elèv ap jwe nan kèk 12 mwa anvan premye antre nan yon lekol Florid. Yon elèv sante Examen (DH ou 00-H fòm 3040), y prèv pou yon la Clinique Filtrage Et Suivi apwopriye leve si nesesè, ta dwe ëtre te konplete te siyen pa yon sous pratiquer swen medikal la, epi pwezante li bay lekol la nan moman enskripsyon an.

Soupole konsilte pwive swen medikal la ou, ou sous odiòne swen sante pou CI-dessus egzijans pou enskri pitit ou an pou lekol. Si ou pa gen yon founisè pwive souple kontakte espesyal Vaccination inité w la (SIP Depatman sante) lè w rele 786-845-0550 pou yon randevou pou vaksen. Soupole gen dosye pitit ou a de vaccination avè ou lè ou randevou. Pou yon egzamen fizik diminye prix kontakte Confiance 211 Assistance pitit la.

Kat dijans kontak dwe ëtre te konplete epi siyen paran oubyen gadyen elèv la. Si ou gen nenpòt adrèz ou chanjman nimewo telefòn souple notifie lekol la.
The Federal & State Compliance Office, Foreign Records/Student Visa Department, conducts interpretation of foreign school records for grade placement in K-Adult, provides grade conversions of high school records for credit in the U.S. from foreign schools, and issues the I-20 Form - Certificate of Eligibility - to non-immigrant individuals seeking an F-1 Student Visa, or and M-1 Vocational Student Visa. In addition, this office initializes and monitors the processing of J-1 Student Exchange Visas.

For questions regarding foreign students in the K-12 program, you may initiate a HEAT Self-Service Ticket that includes student information, along with the Foreign Student Placement HEAT Transmittal Sheet (FM 6957) for assistance. You may access the following link for additional information: Foreign Records/Student Visa Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margarita Casero</td>
<td><a href="mailto:mcasero@dadeschools.net">mcasero@dadeschools.net</a></td>
<td>(305) 884-2044 Ext. 3</td>
</tr>
<tr>
<td>Maria Elena Paradela</td>
<td><a href="mailto:mparadela@dadeschools.net">mparadela@dadeschools.net</a></td>
<td>(305) 884-2044 Ext. 2</td>
</tr>
<tr>
<td>Michael J. Perez</td>
<td><a href="mailto:miperez@dadeschools.net">miperez@dadeschools.net</a></td>
<td>(305) 884-2044 Ext. 1</td>
</tr>
</tbody>
</table>
RULES
OF
THE STATE BOARD OF
EDUCATION OF FLORIDA

Out-of-State Transfer Students

6A-1.0985 Entry Into Kindergarten and First Grade by Out-of-State Transfer Students.

(1) Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).

(2) Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student’s academic credit is acceptable under rules of the school board. Prior to admission, the parent or guardian must also provide the data required in subsection (3).

(3) In order to be admitted to Florida schools, such a student transferring from an out-of-state school must provide the following data:

(a) Official documentation that the parent(s) or guardian(s) was a legal resident(s) of the state in which the child was previously enrolled in school;
(b) An official letter or transcript from proper school authority which shows record of attendance, academic information, and grade placement of the student;
(c) Evidence of immunization against communicable diseases as required in Section 1003.22, Florida Statutes;
(d) Evidence of date of birth in accordance with Section 1003.21, Florida Statutes; and
(e) Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.21, Florida Statutes.

Specific Authority 1001.02(1) FS. Law Implemented 1003.21(2) FS. History–New 7-29-82, Formerly 6A-1.985.
The legal public school entry ages listed below were provided to the Florida Department of Education by each state or territory. These dates should be used in accepting transfer students from out-of-state into Florida public schools according to Rule 6A-1.985. (Red indicates changes from prior year.)

<table>
<thead>
<tr>
<th>STATE OR TERRITORY</th>
<th>KINDERGARTEN AGE</th>
<th>DATE</th>
<th>FIRST GRADE AGE</th>
<th>DATE</th>
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<tbody>
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<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>ALASKA</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
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<tr>
<td>ARKANSAS</td>
<td>5</td>
<td>on or before 08/01</td>
<td>6</td>
<td>on or before 08/01; K is mandatory</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>5</td>
<td>09/01 of current school year</td>
<td>6</td>
<td>09/01 of current year</td>
</tr>
<tr>
<td>CANADA (ONTARIO)</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
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<tr>
<td>COLORADO</td>
<td>5</td>
<td>on or before 08/01</td>
<td>6</td>
<td>on or before 08/01</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>5</td>
<td>on or before 01/01</td>
<td>6</td>
<td>on or before 01/01</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>5</td>
<td>on or before 08/31 of current year</td>
<td>6</td>
<td>on or before 08/31 of current year</td>
</tr>
<tr>
<td>DISTRICT OF COLOMBIA</td>
<td>5</td>
<td>on or before 9/30</td>
<td>6</td>
<td>on or before 9/30</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>GUAM</td>
<td>5</td>
<td>by 07/31</td>
<td>6</td>
<td>by 07/31</td>
</tr>
<tr>
<td>HAWAII</td>
<td>5</td>
<td>on or before 07/31</td>
<td>6</td>
<td>on or before 07/31</td>
</tr>
<tr>
<td>IDAHO</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
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<tr>
<td>INDIANA</td>
<td>5</td>
<td>by 08/01</td>
<td>6</td>
<td>local decision</td>
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<tr>
<td>IOWA</td>
<td>5</td>
<td>on or before 09/15</td>
<td>6</td>
<td>on or before 09/15</td>
</tr>
<tr>
<td>KANSAS</td>
<td>5</td>
<td>on or before 08/31</td>
<td>6</td>
<td>on or before 08/31</td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>5</td>
<td>on or before 10/01</td>
<td>6</td>
<td>on or before 10/01</td>
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<tr>
<td>LOUISIANA</td>
<td>5</td>
<td>on or before 09/30</td>
<td>6</td>
<td>on or before 09/30</td>
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<td>MAINE</td>
<td>5</td>
<td>on or before 10/15</td>
<td>6</td>
<td>on or before 10/15</td>
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<tr>
<td>MARYLAND</td>
<td>5</td>
<td>on or before 09/01 K is Mandatory</td>
<td>6</td>
<td>on or before 09/01</td>
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<tr>
<td>MASSACHUSETTS</td>
<td>5</td>
<td>on or before 09/01, Local option</td>
<td>6</td>
<td>by 12/01; Local eligible for 1st grade if 6 yrs. old between 09/01-12/01</td>
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<tr>
<td>MICHIGAN</td>
<td>5</td>
<td>on or before 12/01</td>
<td>6</td>
<td>on or before 12/01</td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01 or complete K; Local district may accept earlier</td>
</tr>
<tr>
<td>MISSISSIPPI</td>
<td>5</td>
<td>on or before 09/01</td>
<td>6</td>
<td>on or before 09/01</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>5</td>
<td>by 08/01</td>
<td>6</td>
<td>by 08/01; or complete K</td>
</tr>
<tr>
<td>MONTANA</td>
<td>5</td>
<td>on or before 09/10; K not Mandatory</td>
<td>6</td>
<td>on or before 09/10; Local decision</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>5</td>
<td>on or before 07/31</td>
<td>6</td>
<td>on or before 07/31</td>
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<tr>
<td>NEVADA</td>
<td>5</td>
<td>on or before 09/30</td>
<td>6</td>
<td>on or before 09/30</td>
</tr>
<tr>
<td>NEW HAMPSHIRE</td>
<td>5</td>
<td>usually by 09/30; local decision</td>
<td>6</td>
<td>usually by 09/30; early acceptance is local policy</td>
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<tr>
<td>NEW JERSEY</td>
<td>5</td>
<td>10/01; Local Boards determine placement</td>
<td>6</td>
<td>Local decision</td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>5</td>
<td>by 09/01, 12:01 a.m.; K is mandatory</td>
<td>6</td>
<td>None</td>
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<td>State</td>
<td>Age Requirement 1</td>
<td>Age Requirement 2</td>
<td>Details</td>
<td></td>
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<tr>
<td>------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>NEW YORK</td>
<td>or before 12/01</td>
<td>or before 12/01</td>
<td>K not Mandated; local decision</td>
<td></td>
</tr>
<tr>
<td>NORTH CAROLINA</td>
<td>or before 8/31</td>
<td>or before 8/31</td>
<td>K not required; Early entry by screening</td>
<td></td>
</tr>
<tr>
<td>NORTH DAKOTA</td>
<td>or before 08/01</td>
<td>or before 8/01</td>
<td>K not required; Early entry by screening; or complete K</td>
<td></td>
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<tr>
<td>OHIO</td>
<td>or before 09/30</td>
<td>or before 09/30</td>
<td>Early testing by 01/01; K is mandatory</td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>Early testing by 01/01; K is mandatory</td>
<td></td>
</tr>
<tr>
<td>OREGON</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>Early entry allowed</td>
<td></td>
</tr>
<tr>
<td>PENNSYLVANIA</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>Local districts may test for early entrance; LEA Local Decision</td>
<td></td>
</tr>
<tr>
<td>PUERTO RICO</td>
<td>by 09/01</td>
<td>by 09/01</td>
<td>Early, if space available; Screening on or before 09/01</td>
<td></td>
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<tr>
<td>RHODE ISLAND</td>
<td>or before 09/01</td>
<td>Earlier at option of school committee</td>
<td>K is mandatory</td>
<td></td>
</tr>
<tr>
<td>SOUTH CAROLINA</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>K is compulsory</td>
<td></td>
</tr>
<tr>
<td>SOUTH DAKOTA</td>
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<td>or before 09/01</td>
<td>Early entry permitted if gifted or transfer</td>
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<tr>
<td>ST. KITTS &amp; NEVIS</td>
<td>09/01</td>
<td>09/01</td>
<td>Compulsory age</td>
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<td>TENNESSEE</td>
<td>or before 09/30</td>
<td>or before 09/30</td>
<td>K is required</td>
<td></td>
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<tr>
<td>TEXAS</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>Early entry by District</td>
<td></td>
</tr>
<tr>
<td>UTAH</td>
<td>or before 09/02</td>
<td>or before 09/02</td>
<td>Whether in state or transferring from out of State; or before 01/01</td>
<td></td>
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<tr>
<td>VERMONT</td>
<td>or before 01/01</td>
<td>or before 01/01</td>
<td>local districts determine early</td>
<td></td>
</tr>
<tr>
<td>VIRGINIA</td>
<td>or before 09/30</td>
<td>or before 09/30</td>
<td>K is not mandated</td>
<td></td>
</tr>
<tr>
<td>VIRGIN ISLANDS</td>
<td>or before 12/31</td>
<td>or before 12/31</td>
<td>Promotion from K</td>
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<td>WASHINGTON</td>
<td>or before 08/31</td>
<td>or before 08/31</td>
<td>Earlier at local decision</td>
<td></td>
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<td>WEST VIRGINIA</td>
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<td>or before 09/01</td>
<td>Completed K or entrance test</td>
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<td>WISCONSIN</td>
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<td>or before 09/01</td>
<td>Compulsory school age</td>
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<td>WYOMING</td>
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<tr>
<td>DEPARTMENT OF DEFENSE</td>
<td>or before 09/01</td>
<td>or before 09/01</td>
<td>K is not mandated</td>
<td></td>
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Federal and State Compliance Office
MIAMI-DADE COUNTY PUBLIC SCHOOLS

updated: 01/07/2016
JOHN M. MCKAY SCHOLARSHIP PROGRAM
FOR STUDENT WITH DISABILITIES

LOCATION-3518

For questions pertaining to policies and procedures of the John M. McKay Scholarship Program, please contact Ms. Mary Paz, Office of Exceptional Student Education and Student Support at 305-995-1816.

For questions regarding data entry of scholarship recipients, please contact Ms. Rosa Roman, Senior Student Information Specialist, Federal & State Compliance Office, at 305-805-8563.

For students participating in the John M. McKay Scholarship Program (location 3518), please do not send Student Cumulative Records to the District Office. They are to be sent to the last public school the student attended.

Parents who wish to participate in the John M. McKay Scholarship Program must file their intent at School Choice John M. McKay Scholarship Program.

OPPORTUNITY SCHOLARSHIP PROGRAM

For information referring to the Opportunity Scholarship Program, policies and procedures, please contact Ms. Sheila Jackson, Curriculum Support Specialist, Schools Choice and Parental Options, at 305-995-1922.

For data entry questions, please contact Ms. Kathleen Adkinson, Attendance Services Specialist, Federal & State Compliance, at 305-883-6504.
# Foster Care Out-of-Area Transfer

## Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>[Student's Last Name]</td>
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<tr>
<td>First Name</td>
<td>[Student's First Name]</td>
</tr>
<tr>
<td>Middle Name</td>
<td>[Student's Middle Name]</td>
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<tr>
<td>Birth Date</td>
<td>[Student's Birth Date]</td>
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<tr>
<td>Grade</td>
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<tr>
<td>ID No.</td>
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<tr>
<td>New Address (No.)</td>
<td>[New Address Number]</td>
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<td>New Address (Street)</td>
<td>[New Address Street]</td>
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<tr>
<td>New Address (City)</td>
<td>[New Address City]</td>
</tr>
<tr>
<td>New Address (Zip)</td>
<td>[New Address Zip Code]</td>
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<tr>
<td>Telephone No. (New)</td>
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<tr>
<td>Requested School</td>
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## Foster Care Information

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<thead>
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<tbody>
<tr>
<td>Foster Father/Guardian Name</td>
<td>[Foster Father/Guardian Name]</td>
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<tr>
<td>Work Telephone</td>
<td>[Work Telephone Number]</td>
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<tr>
<td>Cellular No.</td>
<td>[Cellular Number]</td>
</tr>
<tr>
<td>Beeper No.</td>
<td>[Beeper Number]</td>
</tr>
<tr>
<td>Foster Mother/Guardian Name</td>
<td>[Foster Mother/Guardian Name]</td>
</tr>
<tr>
<td>Work Telephone</td>
<td>[Work Telephone Number]</td>
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<tr>
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<tr>
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<tr>
<td>Telephone #</td>
<td>[Telephone Number]</td>
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<tr>
<td>House Parent's Name</td>
<td>[House Parent's Name]</td>
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<tr>
<td>Alternative Contact Person</td>
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## DCF Case Worker Information

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<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCF Case Worker's Name</td>
<td>[DCF Case Worker's Name]</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>[Telephone Number]</td>
</tr>
<tr>
<td>Cellular No.</td>
<td>[Cellular Number]</td>
</tr>
<tr>
<td>Beeper No.</td>
<td>[Beeper Number]</td>
</tr>
</tbody>
</table>

## Comments

[Space for comments]

## Legal Notice

Whoever knowingly makes a false statement with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 775.082, F.S. 775.083, or F.S. 775.084 (Florida Statute 837.06)

Signature of DCF Worker: ____________________ Date: ___________ District Court Liaison: ____________________

[Checkboxes for approved or denied]

[Signature of Authorized Administrator] / (Title) (Date)

FM-6537 Rev. (12-06)