

NEW TO DISTRICT - REGISTRATION REQUIREMENTS

At the time of registration you must have ALL documents required to complete the registration process.

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the course of their official duties commits a second degree misdemeanor punishable by a fine of up to \$500.

- **Photo ID** - The person registering the student must have a photo ID.
- **Original Birth Certificate** - The student's previous school can fax a copy to the Student Assignment Office: 303-2589, Cape Coral Office: 239-458-1079, or Fort Myers Office: 239-335-1428
- **Social Security Card** - (if available)
- **Health Examination (physical)** - The exam must be dated within 12 months prior to registration. If transferring from any Florida public or private school unless registering a Kindergarten student.
- **Florida Certificate of Immunization** - Students must be up-to-date on immunizations. If you have a record, you will need to take your current immunization record to the Lee County Health Department to obtain a new certificate. Here to see the Immunization Requirements
- **Proof of Custody** is required if child is not living with both natural parents.
- **Name and address of last school attended**
- **Copy of IEP (Individual Education Plan)** - if your child is in an Exceptional Student Education Program
- **Proof of Address** (Only ONE of the following documents are required) **NOTE: We DO NOT** accept debit or bank statements, checkbooks, child support checks, pay stubs or mortgage coupon/payment book
 - **Current electric bill, water bill, cable bill or land line telephone bill**
 - **Signed lease agreement or statement from landlord** on their letterhead verifying occupancy. Rental statements may require verification. Additional documentation may be required prior to registration.
 - **Homestead Exemption Card** - If you have property with homestead, that is the address that you own your child.
 - **If you are building a house** - Mortgage Acceptance Letter including: your name, loan number, and address from the builder with an expected completion date. (The completion date and the date the mortgage is paid must be within a sensible time period in relation to each other).
 - **If you are buying a house** - Settlement statement or mortgage acceptance letter including: property address and closing date. We DO NOT accept: sales contracts, commitment letters, or lending statements.
 - **If living with relatives or friends** - A letter from them listing your name and the names of your family members residing at their address AND a copy of one of the documents listed above to verify their address.