

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 or birth card – Must be original; 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** bible 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
8. 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
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
health examination performed within 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

- For grade placement and verification of credits earned
- Interpretation of foreign records at no cost available from Attendance Services

II. TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL

- Parent or legal guardian must bring a withdrawal slip from sending school
- Proof of address in name of parent/guardian

(Please see definition of terms on the back)