

#### **D. PROOF OF ADDRESS**

Students in the K-12 program are assigned to attend school based upon the home residence of the parent/guardian and the school attendance zones as approved by The School Board of Miami-Dade County, Florida. Verification of residence is to be presented by the parent/guardian at the time of registration. School Board Rule 6GX13-5A-1.08, "Attendance-Student Transfers" Appendix 22, states that **two** of the following items shall be used as verification of residence:

1. Broker's or attorney's statement of parents, purchase of residence, or properly executed lease agreement; **and/or**
2. Current Homestead Exemption Card; **and/or**
3. Electric deposit payment receipt or electric billing statement, bottom portion showing name and **service address**.

In extreme cases when such documents are unavailable, an *Address Verification Agreement* should be completed and verified by school or Regional Center staff, as appropriate, see Appendix 11. **However, students must be registered in school.**

#### **E. DISCLOSURE AT TIME OF REGISTRATION, FM-5740-Appendix 12**

Chapter 1006.07 Appendix 22 of the Florida law 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. See Appendix 12.

#### **F. 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 of all students with their addresses 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, in order to assist the parents/guardians and ensure student enrollment.**

Parents/guardians shall be encouraged to contact a private physician, clinic, local health center, or the **Special Immunization Program Office** at **786-845-0550** for additional information concerning the required

immunizations. When parents indicate they cannot afford a private physician or they do not have another source of health care, they should be advised to contact the nearest **DEPARTMENT OF PUBLIC HEALTH CENTER** to make an appointment for **FREE IMMUNIZATIONS** for their children at the **COMMUNITY OUTREACH PROJECT**. Locations are listed on Appendix 13.

Health and Immunization documentation shall be completed on forms **approved and provided** by the Department of Health and shall become a part of each student's *Cumulative School Health Record DH Form-3041* to be transferred when the student is promoted or changes schools. *Cumulative School Health Records DH Form-3041* may be obtained by contacting the **Comprehensive Health Services** at **305-995-1235**.

**Effective for the 2007-08 school year the following changes will take effect:**

Grade Levels-including retainees for the grade	Immunization Changes
Pre-kindergarten, first, second, third, fourth, fifth, and sixth	Proof of <b>varicella disease or varicella vaccine</b>
ALL GRADES – PK-12	Proof of completion of the 2 or 3 dose Hepatitis B vaccine series. (The first of the two, or three dose series is required to enroll/attend).
ALL GRADES – PK-12	Students who are homeless or who have entered a juvenile justice program may have a 30 day temporary exemption.
ALL GRADES – KG-12  PK – Needs only one MMR	Two measles preferably in the form of MMR, (measles, mumps, and rubella). MMRs administered within a four day grace period prior to the first birthday will be accepted.

1. *Student Health Examinations-Appendix 14A and 14B*

Students enrolling in a Florida school for the first time must present proof of a physical exam done within 12 months prior to entry. A Tuberculosis Clinical Screening with appropriate follow-up, if needed, must also be done within 12 months of entry.

**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 prior to enrollment of tuberculosis Clinical Screening and appropriate follow-up if necessary.

2. *Florida Certificate of Immunization-DH Form 680, 8/2000-Appendix 15A and 15B*

Section 1003.22 (1), Florida law, **Evidence of Immunization, Appendix 22 required** indicates that the school board of each district shall require each student 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 for the prevention of those communicable diseases for which immunization is required by the 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:**

3. *DH Form 680, 8/2000-Appendix 15A and 15B*
  - a. Part A-1, Certificate of Immunization for K-12, excluding 7<sup>th</sup> grade requirements
  - b. Part A-2, Certificate of Immunization Supplement for 7<sup>th</sup> grade requirement
  - 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
4. *DH FORM 681, Jan 92-Appendix 16*

**Religious Exemption From Immunization** form, Appendix 16, may be obtained from Department of Public Health Centers.

**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.)**

The **Certificate of Immunization** will be supplied by the Miami-Dade County Department of Health to physicians and health clinics throughout the county. A private physician, or authorized medical representative, must sign and date the **Certificate of Immunization**. For additional information, call the **Special Immunization Program Office** 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 ISIS student information file PF17-Health Information.

Students identified as **Project Upstart, 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 on homeless students contact Ms. Laura Peña, Program Manager, School Social Worker, **Division of Student Services**, at **305-995-7318**.

#### **G. PARENT COMMUNICATION**

The **IMPORTANT MESSAGE TO PARENTS-HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE**, Appendix 17, 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 **Comprehensive Health Services** at **305-995-1235**.

#### **H. 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.

#### **I. STUDENT RECORDS**

##### **1. FOREIGN STUDENT RECORDS**

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 directly to **Attendance Services, Foreign Records/Student Visa Department**. Staff may be consulted at any time on any foreign record or student placement. Contact information for the **Foreign Records/Student Visa Department** may be found in Appendix 18.

##### **2. OUT-OF-STATE TRANSFER STUDENTS**

- a. *RULES OF THE STATE BOARD OF EDUCATION OF FLORIDA* regarding entry into kindergarten and first grade by out-of-state transfer students are listed in Appendix 19.
- b. The listing of *LEGAL MINIMUM PUBLIC SCHOOL ENTRY AGES BY STATE AND TERRITORY* as provided by the Florida Department of Education is contained in Appendix 20.