

C. AGE AND LEGAL NAME VERIFICATION

Florida Statute 1003.21, Appendix 22 specifies the evidence which may be used for establishing proof of birth, and also indicates that if the first prescribed evidence is not available, the evidence obtainable in the order listed below shall be accepted (See "Glossary" in Appendix 2 for definition of terms).

1. A duly attested transcript of the child's birth record (birth certificate or birth card) filed according to law with a public officer charged with the duty of recording births. Must be original; hospital certificate is not acceptable; **or**
2. 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**
3. An insurance policy on the child's life which has been in force for at least two years; **or**
4. A *bona fide contemporary Bible record* of the child's birth accompanied by an affidavit sworn to by the parent; **or**
5. 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, please refer to Form 6670, Appendix 7; **or**
6. 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.
7. If none of this evidence can be produced, then the parent/guardian must supply an AFFIDAVIT OF AGE, FM-4681 ESH, Appendix 8, 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 neither of these shall be available in the county, by a licensed practicing physician designated by the school board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

8. BIRTH CERTIFICATE

Parents/guardians are to provide proof of age for their child. It may be necessary for the school site personnel to help parents/guardians complete requests for birth certificates. Some states are now issuing birth cards in lieu of birth certificates and these cards bear the official or embossed seal of the issuing office. **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.

9. APPLYING FOR A BIRTH CERIFICATE

- a. **Children born in Miami-Dade County, Florida** - Apply to Department of Health, Bureau of Vital Statistics, Miami, Florida.
- b. **Children born in the State of Florida** - Apply to Bureau of Vital Statistics, Jacksonville, Florida.
- c. **Children born outside the State of Florida but in the U.S.A.** - A list of addresses for the Bureau of Vital Statistics for each state, including the cost of birth certificate, is provided in Appendix 9.

10. LEGAL/ASSUMED NAMES

Please note that all schools are guided by School Board Rule 6Gx13-5A-1.07, Section IV "Legal Names of Students in Regard to School Records" Appendix 22 states:

In cases where the parent seeks to enroll a child in a public school under a name other than the legal name, Board Attorneys have ruled that this request may be granted on a temporary basis provided court action is in process to make the assumed name legal.

In all cases, official school records must list both the legal name and assumed name of the student. Students entering a Miami-Dade County public school for the first time must have a Student Data Card completed with both legal and assumed names shown.

In other words, 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 ISIS should enter the **student's name as it appears on the legal document**. Do not simply enter the name the parent wrote on the *Student Data Card*, **use the legal document**.

When a student's name, birth date, sex, social security number, ethnicity or place of birth have been initially entered incorrectly or when there is a legal change with documentation provided, complete the form *ACR-3, CHANGE OF DATA, FM-0735 Rev. 12-98*, Appendix 10, and submit to **Attendance Services, Mail Code 9028**.

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