

*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 ISIS 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 Integrated Student Information System (ISIS).

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 & State Compliance Office along with the *Change of Data Form FM-0735*, and any documents to support the change.

#### **D. VERIFICATION OF ADDRESS**

Verification of a 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 parents' 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 payment receipt, the student will be allowed to enroll 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.

*Miami-Dade County Public Schools Statement of Bonafide Residence*  
[FM-7444](#) FL. Statute 837.06,  
<http://www.flsenate.gov/Laws/Statutes/2012/837.06> state that any parent knowingly makes false statement in writing with the intent to mislead a public servant will be penalized by law.

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.

**E. DISCLOSURE AT TIME OF REGISTRATION, [FM-5740](#) *Student Discipline and School Safety***

*Florida Statute [1006.07](#)* 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.

**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, 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