



SEMINOLE COUNTY PUBLIC SCHOOLS  
**REGISTRATION REQUIREMENTS**  
2016-2017

All documents must be presented for admission

First Time Entry

- Students entering Kindergarten
- Students entering Seminole County Public Schools from Public or Private Schools Out of State or Out of Country

Required Documentation

**Evidence of Residence:**

- \_\_\_\_\_ Owned Residence - Warranty Deed **or** Homestead Exemption, **and** a copy of a current electric bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, Florida driver's license, Florida ID card, or voter's registration as evidence that parent(s) own and live at the residence.
- \_\_\_\_\_ Leased Residence - Current lease **or** rental agreement **or** a notarized letter from the landlord, **and** a copy of a current electric bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, driver's license, Florida ID card, or voter's registration as evidence that parent(s) lives at the residence.

**Other:**

- \_\_\_\_\_ Birth Certificate (**original required for copying**)
  - \_\_\_\_\_ Physical (dated and signed by a health professional within one (1) year of enrollment (first day of school).
  - \_\_\_\_\_ Current DH 680 State of Florida Immunization Form (transcribed by a health professional).
  - \_\_\_\_\_ Social Security number, if available (verify number with card; **do not copy card**).
- The District shall request each student enrolling in school provide his or her social security number as required by § 1008.386, Florida Statutes. Parent disclosure of their child's social security number is **voluntary**.

If applicable, legal documents i.e., a copy of any current judgment of divorce (dissolution of marriage) or other court order establishing the right of custody will be required for registration.



Students Previously Enrolled in Seminole County Public Schools or Any Public or Private School Within the State of Florida

Required Documentation

**Evidence of Residence:**

- \_\_\_\_\_ Owned Residence - Warranty Deed **or** Homestead Exemption, **and** a copy of a current electric bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, Florida driver's license, Florida ID card, or voter's registration as evidence that parent(s) own and live at the residence.
- \_\_\_\_\_ Leased Residence - Current lease **or** rental agreement **or** a notarized letter from the landlord, **and** a copy of a current electric bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, driver's license, Florida ID card, or voter's registration as evidence that parent(s) lives at the residence.

**Other:**

- \_\_\_\_\_ Current DH 680 State of Florida Immunization Form (transcribed by a health professional) may be obtained from the sending school via facsimile.
- \_\_\_\_\_ If a student has ever been in a Florida Public or Private school at any time throughout his/her school career, a new physical examination is **NOT** required for entry.

If applicable, legal documents i.e., a copy of any current judgment of divorce (dissolution of marriage) or other court order establishing the right of custody will be required for registration.

PLEASE SEE THE STUDENT PROGRESSION PLAN ON THE SEMINOLE COUNTY WEBSITE [www.scps.k12.fl.us](http://www.scps.k12.fl.us).  
Entering Kindergarten students must be 5 years of age on or before September 1<sup>st</sup>.

**Students are expected to withdraw at their previous Seminole County school prior to enrolling at a new Seminole County school.**

**Birth Certificate**

Before admitting a child to Prekindergarten, Kindergarten, or First Grade, the principal shall require evidence that the child has attained the age at which he or she should be admitted in accordance with the provisions of Florida State Statutes 1003.21(4).

**Current Physical**

A certificate showing a physical examination with at least three components (height, weight, BP, heart, lungs, etc.) performed within **one (1) year of enrollment (first day of school)**.

**DH 680 Immunization Form**

A valid Florida Certificate of Immunization transcribed by a health professional must be presented for school entry.

**Pre-K students must have started all series of DTap, Polio, MMR, Hepatitis B, Varivax, and Hib vaccines and have a current immunization certificate.**

**Kindergarten through 6<sup>th</sup> Grade Immunization Required for Entry:**

- 4-5 doses of DTP or DTap (If the 4<sup>th</sup> dose is administered after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required)
- 3-5 doses of Polio (according to age at time of final dose)
- 2 doses of MMR
- 2 doses of Varivax or documentation of chicken pox disease
- 3 doses of Hepatitis B

**7<sup>th</sup> through 12<sup>th</sup> Grades**

- 4-5 doses of DTP or DTap (If the 4<sup>th</sup> dose is administered after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required)
- 3-4 doses of Polio (according to age at time of final dose)
- 2 doses of MMR
- 2-3 dose series of Hepatitis B (according to age of administration)
- 1 dose of Varivax or documentation of chicken pox disease
- **7<sup>th</sup> & 8<sup>th</sup> graders require 2 doses of Varivax**
- Tdap booster

Seminole County Public Schools' policy does **not** grant a 30-day extension to obtain required immunizations or a physical. Immunizations and physicals may be obtained through your physician.

**Required vaccines are available at the Florida Department of Health, Seminole County for students with Medicaid, without insurance or insurance does not cover vaccines, or who are unable to obtain them through a private provider.**

**Administrative fees apply. All documents must be presented for admission.**

Florida Department of Health, Seminole County  
400 W. Airport Blvd., Sanford, FL 32773  
407/665-3700

**Physicals and Immunizations**

**Social Security Number**

Please provide the student's social security number, if it is available. This is NOT mandatory to provide.

**Evidence of Residence**

WEB SITES to obtain required documentation:

- **Homestead Exemption:** [www.scpaf1.org](http://www.scpaf1.org)
- **DMV for Driver's License and Auto Registration:** [www.hsmv.state.fl.us](http://www.hsmv.state.fl.us)
- **Voter Registration:** [www.semcoelections.org](http://www.semcoelections.org)

**Enrollment of Homeless Students**

Please refer to the Student Progression Plan regarding policy and procedure for this item.