

**Collier County Public Schools  
ENROLLMENT REQUIREMENTS  
2011-2012**

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Dear Parent or Guardian:

You will enroll your child at the school that is in your school zone (based on your home address) by completing the Student Registration form, and Annual Student Emergency Information Card. You must provide: (3) proofs of residency, Florida Immunization Certificate, physical examination (if new to Florida), and proof of age. Note: If divorced, provide a copy of the decree and any current legal documents that apply to the parents' rights as they relate to the child at school.

**Proof of Residency**

Provide ONE of the following: Collier County Homestead Exemption Card, Collier County Property Tax Notice, Home Purchase Contract in Collier County, Copy of a Collier County Manifestation of Domicile filed by the parent, a current rental or lease agreement; AND TWO of the following: a current Florida driver license or Florida Identification Card, automobile Insurance (last two statements); a current electric billing statement, water bill, cable bill or landline phone bill (last two statements).

Parents who would like their child to attend a school other than their home zoned school must submit a request to the Choice and Out of Zone Specialist (see form on the district website). Out of zone attendance must be approved before the student may enroll.

Parents who live with someone else must provide: notarized letter from person they are living with stating that the parent and child live there, notarized letter from parent(s) that they, in fact, live with such person, (3) proofs of address from person who wrote the letter to establish that they live in the school zone, (3) proofs of address from the parent to verify that they live at the address.

Parents whose child lives with someone else must submit a notarized power of attorney to the Department of Student Services review prior to enrollment that states relationship of guardian to child, that guardian will be responsible for the child's educational need, and length of temporary guardianship. If Student Services approves enrollment of the child by the guardian, the guardian must sign district Statement of Acceptance of Responsibility Form. Note: Evidence of pursuit of legal custody through the courts must be provided to the school within 90 days, Student Services will follow-up with district letter to parent/guardian and school, as needed.

Homeless student information is available by contacting the Homeless Liaison at 377-0544.

Should a student move, proof of residency must be provided, as stated above. The following items are evidence a move is full and complete: the former residence is not occupied for any purpose at any time by the student or parent/guardian with whom the student has been living; and all personal belongings are moved from the former residence; and mail is received at the new residence; and all utilities are transferred to the new residence; and driver license, voter registration and other forms of legal identification are changed to the new residence.

**School Health Requirements**

Florida Statute requires that all students entering Florida schools for the first time present a certificate of physical examination performed within twelve (12) months prior to enrollment. All students enrolling in Collier County Public Schools must also present documentation of current immunizations.

### Immunizations

Students must present a Florida Department of Health Certificate of Immunization (DH 680), the only document schools accept as proof of immunization. This may be obtained from a private physician or the Collier County Health Department. This document should be obtained prior to enrollment. The Collier County Health Department provides required immunizations free of charge. Private physicians can also provide immunizations. Any child whose parent or guardian presents a Certificate of Religious Exemption from Immunization Form may be granted exemption from the immunization requirement. The Religious Exemption from Immunizations form (DH 681) is only granted by county health departments. No student may attend school without proper documentation of immunization or exemption. No exemption period is permitted while waiting for transfer of records. (A homeless child, as defined in F.S. 1003.01, shall be given a temporary exemption for up to 30 school days.)

Electronically transferred records containing a student's completed immunization information are acceptable forms of documentation for students transferring from one Florida school district to another. A copy of the actual paper certificate must be forwarded for the student record. Schools must refuse admittance to and temporarily exclude any child who is not in compliance with immunization requirements.

### Physical Examinations

All students entering Florida Schools for the first time must present a certificate of physical examination performed within twelve (12) months prior to enrollment. The Florida DH 3040 form is recommended to document a physical examination. However, any record may be used that includes at minimum all the elements contained in the form DH 3040.

Although this is a one-time requirement for grades PK-12, upon first time entry into any Florida school, students who have previously attended any public or private school in Florida must have documentation of a physical exam.

A child may be exempted from the requirement for a physical examination upon written request of the parent or guardian stating objection to such examination on religious grounds. The Collier County Health Department does not provide pre-entrance school physicals. Students new to Florida may be referred to the Ronald McDonald CareMobile.

### Proof of Age

Any student entering PK-12 shall show proof of age. Acceptable documents are: birth certificate; (original or certified copy); certificate of baptism with date and place accompanied by an affidavit sworn to by the parents; insurance policy on the child's life which has been in force for at least two years; bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent; passport or certificate of arrival in the United States stating child's age; transcript or record of age shown in the child's school record (at least four years prior) stating date of birth; affidavit of age sworn to by the parent accompanied by a certificate of age signed by a public health officer or private physician. A homeless child, as defined in s.1003.21 shall be given temporary exemption from this section for 30 school days.