



## Martinez Middle School

Welcome to Martinez Middle School – Home of the Mustangs!

**To complete your registration, you must first provide the following registration documents:**

- Student Residency Form: A, B or C – *attached*
  - Two (2) proofs of address required and must be in registering parent/guardian name

Utility Bill or Utility Deposit Receipt	Declaration of Domicile
Lease Agreement	Transitioning Active-Duty Military Orders
Rent Receipt	Mortgage Statement
Homestead Exemption	Property Tax Receipt
Warranty Deed	Migrant Address Verification Letter (Migrant eligible students only) No other documentation required

**(All registrations must include a Residency Form and be completed as outlined on the form.)**

- Authorization for Student Release and Emergency Information Card (SER) - *attached*
- Registering Parent/Guardian current Driver's License - *provide copy*
- Release of Records - *attached*
- Student Birth Certificate - *provide copy*
- Student Social Security - *provide copy*
- Immunization Records (FL Form DH-680) *from your physician - provide copy*
- School Physical (FL Form DH-3040) *from your physician - provide copy*
- Last Report Card - *provide copy*
- Test Scores - *provide copy*

**Please advise if your student has an IEP, 504 and/or EP and provide a copy of the most current plan.**

Please submit ALL required registration documents to Beverly Clifford, Data Processor:

- Email: [beverly.clifford@hcps.net](mailto:beverly.clifford@hcps.net)
- Fax: (813) 558-1226
- Hand Delivered between the hours of 10am-3pm Monday thru Thursday
- Questions: (813) 558-1190 Ext. 110

**School Uniforms: Mascot Universe – [www.mascotuniverse.com](http://www.mascotuniverse.com) / (813) 933-2333 (No storefront – Online orders only)  
Lands' End – Preferred School Number: 900125204**