

REGISTRATION DOCUMENTS CHECKLIST

You will need hard copies of the following documents in addition to the enrollment forms provided in the manila envelope.

Transferring from a Public or Charter School within Hillsborough County:

- Parent/Guardian ID
- Two (2) Proofs of Address (Please see below)\*\*\*
- Withdrawal form from previous school

Transferring from a Private School or Out of County within Florida:

- Parent/Guardian ID
- Two (2) Proofs of Address (Please see below)\*\*\*
- Withdrawal form from previous school/Previous Semester Report Card/School Phone and fax number.
- Original Birth Certificate
- STATE OF FLORIDA Immunization Records
- IEP/504 documents (if applies)
- STATE OF FLORIDA School Entry Health Exam

Transferring from Out of State/Country

- Parent/Guardian ID
- Two (2) Proofs of Address (Please see below) \*\*\*
- Original Birth Certificate
- STATE OF FLORIDA Immunization Records
- STATE OF FLORIDA School Entry Health Exam (No older than 1 year)
- Withdrawal form from previous school/Previous School Report Card/phone and fax number.
- Transcript (We can request if you do not have but this can take a while depending on their school.)
- IEP Plan/504 Plan (if applies)

\*\*\*Court Documents/Notarized letter required for all Non-Biological Parents/Guardians\*\*\*

\*\*\* Accepted proofs of address are electric, lease, mortgage disclosure, purchase agreement, property tax document/No other utilities are accepted \*\*\* No other forms of address verification can be accepted.

\*\*\*If sharing the home by Choice or Hardship, the person with whom you reside must be present to sign a sharing form\*\*\*

\*\*\* If any other special circumstances apply please ask to speak with the Registrar\*\*\*