

ENROLLMENT REQUIREMENTS

(Enrollment is completed at each school site.)

Dear Parent or Guardian:

On behalf of the school staff, I welcome you and your family to our school. To ensure that your child's school experience will be both pleasant and productive, there are several things that must be completed before the school staff can enroll your child. These requirements are listed below:

1. Parents or guardians may prove residency by providing any of the following:
 - A Florida driver license issued at least one year prior to the enrollment date;
 - Proof of purchase of a home in Collier County;
 - A rental or lease agreement for a year or more; or
 - Presentation of a copy of a Manifestation of Domicile filed by the parent (obtained at the Collier County Courthouse/The Clerk of Courts Office).

2. If a student lives with someone other than a parent or legal guardian:
 - The Statement of Acceptance of Liability and Responsibility Form must be completed and returned to the school.
 - Out of zone attendance must also be approved before the student's enrollment is completed.

3. Certification of a physical examination and current immunizations is required.
 - Students must produce a DOH 680 Form, which is the only document schools accept as proof of immunization.
 - The Certificate of exemption for Immunizations for medical or religious reasons is only granted by the Collier County Health Department.
 - No student may attend school without proper documentation of immunization or exemption.
 - 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.

4. A birth certificate or other proof of age is required.
A Social Security number is recommended but not required.
Any student entering kindergarten shall show a birth certificate or other proof of age.
The following are acceptable documents for evidence of date of birth:
 - Birth Certificate;
 - A certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parents;

- An insurance policy on the child's life which has been in force for at least two years;
 - A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parents;
 - A passport or certificate of arrival in the United States stating the age of the child;
 - A transcript or record of age shown in the child's school record of at least four years prior to application, stating date of birth;
 - An affidavit of age sworn to by the parent accompanied by a certificate of age signed by a public health officer or private physician indicating that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
5. The complete name, address, ZIP code, and phone number of any school the student previously attended, along with the last report card or withdrawal form, must be provided.
6. A completed Emergency Contact/Health Contact Card provided at the school site at the time of enrollment must be provided.

If you have any questions, please ask the staff member helping you with enrollment.

Thank you and welcome once again to Collier County Public Schools. We wish your child a successful school year.

Sincerely,

Principal

Department of Student Services Revised 06/04

For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Executive Director of Human Resources, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Diedra Landrum, Coordinator of Student Services/Guidance & School Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act), and the Americans with Disabilities Act, contact Larry Ruble, Coordinator of Psychological Services, (239) 377-0521. The address for the above contacts is: The District School Board of Collier County, Dr. Martin Luther King, Jr. Administrative Center, 5775 Osceola Trail, Naples, FL 34109.