

Checklist for Enrollment into a Florida Public School

Florida Statute 1003.22 requires each child entering a Florida school for the first time to present a certificate of immunization from a licensed practicing physician or the county health department prior to entry into school. Pre-kindergarten and kindergarten students must have current immunizations and physical examinations before registration. Seventh grade students have five (5) school days to become compliant with immunizations or they will be excluded from school. Other students including children enrolling under emergency or homeless conditions will be allowed thirty (30) days from the registration date to present the certification requirement. All immunizations must be recorded on the Florida Certificate of Immunization (Form 680). For more information: [Florida Immunization Schedule](#)

AGE REQUIREMENTS

Any child shall be eligible for admission to kindergarten if he or she has attained the age of five (5) years on or before September 1 of the school year. However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he or she previously resided.

For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:

- (a) Previous enrollment and attendance in a Florida public school;
- (b) Satisfactory completion of kindergarten as specified in Florida Statute; or
- (c) Previous attendance in an out-of-state school into which he or she was admitted on the basis of age requirement established by the state of residency.

A copy of the child's proof of age (birth certificate) must be supplied at the time of enrollment.

SOCIAL SECURITY NUMBERS

The school district shall include the social security number in the student's permanent records. For more information please refer to [Florida Statute: 1008.386](#)

PROOF OF RESIDENCY

You need a document or photocopy showing your name and your home address in Florida. Examples include utility bills, bank statements, insurance policies, pay stubs, or government documents. (Post office boxes are not sufficient.) A driver's license is NOT acceptable.

CUSTODY

If any person other than a natural parent has custody of a child, proof of legal custody or guardianship must be provided before the child may be enrolled in a Santa Rosa County public school.

SCHOOL RECORDS

The following school records are needed for registration:

- (a) Students latest report card and/or transcript is needed for appropriate grade placement.
- (b) Withdrawal form or report card from previous school is required at registration.

(c) Current Individual Education Plan (IEP) (Required if the student is an ESE student, gifted, SLD, speech, etc.)