



The School Board of Brevard County, Florida
School Enrollment Information
(New and Returning Students Using Paper)

INSTRUCTIONS: Please gather the following documents to present to your child’s school in order to register a student new to Brevard Public schools. As a reminder, to enter kindergarten, children must be 5 years old on or before September 1. To enter first grade, children must be 6 years old on or before September 1.

First Time Entry

To register your child in school, the following documentation is needed:

- 1. Verification of age (with one of the following):
 - A. Transcript of child’s birth (Birth Certificate)
 - B. Insurance policy
 - C. Passport
 - D. School record
 - E. Certification of baptism, accompanied by parent’s affidavit
 - F. Bona fide Bible record, accompanied by parent’s affidavit
 - G. Affidavit of age sworn by parent, accompanied by a medical practitioner’s statement

- 2. Verification of legal name:
 - A. Birth Certificate

- 3. Verification of immunizations and physical exam:
 - A. Proof of Immunizations on Department of Health Form 680, which can be obtained at one of the Department of Health locations: Titusville Clinic, 611 Singleton Ave, Titusville; Viera Clinic 2555 Judge Fran Jamieson Way, Viera; and Melbourne Clinic, 601 E. University Boulevard, Melbourne.
 - B. Proof of physical examination by a U.S. doctor within the last year. If documentation cannot be provided, a physical examination must be scheduled within thirty (30) days. *Please note that thirty (30) days is not extended to PreK and Kindergarten students.

- 4. Verification of academic history
 - A. Transcript
 - B. Last report card
 - C. Withdrawal form

- 5. Verification of Exceptional Student Education information
 - A. Current IEP
 - B. Current 504 Plan

- 6. Verification of Legal Guardianship – If you are not the legal guardian or residential custodial parent of a student, Brevard Public Schools’ procedures require that one of the following documents be provided for enrollment:
 - A. Court custody documentation (must include divorce decree and parenting plan signed by a judge)
 - B. Educational Power of Attorney – Please utilize Brevard Public Schools’ Educational Power of Attorney form available from the school.
 - C. Educational Guardianship Affidavit – Please utilize Brevard Public Schools’ Educational Guardianship Affidavit Form. This form will be accepted only when parents or custodial parent lives outside Brevard County, Florida and adjacent counties.
 - D. Department of Children and Families placement letter.

7. All students are required to provide two (2) forms of verification of residence at registration each year. Proof of residence will include one (1) of the following from each tier:

Tier 1

- Current driver license (F.S. 322.19(2) requires that you update your address information on your driver's license within 10 days of moving)
- Purchase Contract (with expected closing date within 90 days of school) or Warranty Deed
- Lease/Rental Agreement (with your name as the renter)

Tier 2

- Current utilities statement (within the last 30-45 days)
- Florida Voter Registration Card
- Florida Vehicle Registration or Title
- A utility hook up or work order dated within 60 days
- Medical or health card with address listed
- Current homeowner's insurance policy or bill
- Current automobile insurance policy or bill
- A letter from a homeless shelter, transitional service provider, or a half-way house verifying they receive mail.

For families who may be sharing housing, there is a Shared Tenancy Affidavit that must be completed in order for the student to enroll and register in school. For students who may be living temporarily with another family, the in loco parentis form has been updated to reflect a maximum of 30 days. The form may not be used in lieu of the district's ELO and EPO request process to gain admittance into a school outside the student's zoned school.

Previously Enrolled Students

To register your child in school, the following documentation is needed:

1. Verification of Legal Guardianship – If you are not the legal guardian or residential custodial parent of a student, Brevard Public Schools' procedures require that one of the following documents be provided for enrollment:
- A. Court custody documentation (must include divorce decree and parenting plan signed by a judge)
 - B. Educational Power of Attorney – Please utilize Brevard Public Schools' Educational Power of Attorney form available from the school.
 - C. Educational Guardianship Affidavit – Please utilize Brevard Public Schools' Educational Guardianship Affidavit Form. This form will be accepted only when parents or custodial parent lives outside Brevard County, Florida and adjacent counties.
 - D. Department of Children and Families placement letter.

[Section 837.06](#), Florida Statutes: False official statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. History.—s. 58, ch. 74-383; s. 34, ch. 75-298; s. 207, ch. 91-224; s. 1313, ch. 97-102.

2. All students are required to provide two (2) forms of verification of residence at registration each year. Proof of residence will include one (1) of the following from each tier:

Tier 1

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- Lease/Rental Agreement (with your name as the renter)

Tier 2

- Current utilities statement (within the last 30-45 days)
- Florida Voter Registration Card
- Florida Vehicle Registration or Title
- A utility hook up or work order dated within 60 days
- Medical or health card with address listed
- Current homeowner's insurance policy or bill
- Current automobile insurance policy or bill
- A letter from a homeless shelter, transitional service provider, or a half-way house verifying they receive mail.

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