

Florida statutes 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. If you falsify your residence when enrolling your child, you will be referred to law enforcement for prosecution.



ORANGE COUNTY PUBLIC SCHOOLS SCHOOL ENROLLMENT INFORMATION

Date: _____

To enter kindergarten, children must be 5 years old on or before Sept. 1. To enter first grade, children must be 6 years old on or before Sept. 1.

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. Certificate of baptism, accompanied by parent's affidavit
 - F. Bona fide Bible record, accompanied by parent's affidavit
 - G. Affidavit of age sworn to by parent, accompanied by a medical practitioner's statement
 - 2. Proof of immunizations on a Form 680, which can be obtained at the Department of Health at the following address: Orange County Health Department - (407) 836-2600; 832 W. Central Blvd., Orlando
 - 3. Proof of physical examination within the last year. If documentation cannot be provided, a physical examination must be scheduled within 30 days. (This must include the Tuberculin Skin Test date/results.)
 - 4. Academic History
 - A. Last report card
 - B. Transcript
 - C. Withdrawal Form
 - 5. Special education information
 - 6. Verification of your domicile in Orange County with one of the following:
 - A. Current Homestead Exemption Card or Purchase Contract or Warranty Deed
 - B. Lease/Rental Agreement (If you have lived in Florida **more** than one year)
 - C. Verification of address (If you have lived in Florida **more** than one year and you do not have a lease/deed in your name)
 - Educational Leadership Center Pupil Assignment Department - (407) 317-3233
445 W. Amelia St. (across from the Amway Arena in the rose colored building), Orlando;
Monday through Friday, 7:30 a.m.-4:30 p.m
 - D. Declaration of Domicile (\$13.00) (if you have lived in Florida **less** than one year and do not have a warranty deed) or \$50.00 fee and proof of residence.
 - Comptroller's Office - (407) 836-5115
109 E. Church Street, Third Floor, Suite 300, Orlando, 32801
(Located at the northeast corner of Magnolia and Church)
Monday through Friday, 7:30 a.m.-4:30 p.m
- ❖ Support documentation may be requested for further proof of residency, i.e. current utility bill, driver's license, etc.

GUARDIANSHIPS

If you are not the legal guardian or residential custodial parent of a student, state law requires that one of the following documents be provided for enrollment:

- 1. Court Custody Documentation
- 2. Department of Children and Families Placement Letter
- 3. Educational Guardianship (*given only when the parents or custodial parent live outside of Orange County and adjacent counties*)
- 4. To obtain an Educational Guardianship, apply at the
 - Educational Leadership Center Pupil Assignment Department-(407) 317-3233
445 W. Amelia St. (across from the Amway Arena in the rose colored building),
Orlando; Monday through Friday, 7:30 a.m.-4:30 p.m

If you need to visit the Office of Pupil Assignment, please schedule an appointment by visiting our website at: <http://pupil.ocps.net>