



# Registration Checklist for Parent/Guardian

## Students who are new to Palm Beach County

### Required Forms

- Student Registration (PBSD 2688)** - Basic student demographic information
- Student Contact and Pickup Information (PBSD 2687)** - Parent and Guardian Contact information, additional contacts and custody information
- Student Health Information and Parent/Guardian Consent for School Health Services (PBSD 2667)** - Health information and consents
- Parent/Guardian/Emancipated Student Informed Notifications, Consents and Releases for Student Registration (PBSD 2690)** - Consent for pictures, Medicaid reimbursement, and military recruitment
- Parent Release or Transfer of Student Information From Previous Educational Institution (PBSD 2689)** - Records release form for student records from a previous school
- Student Housing Questionnaire (PBSD 2479)** - Student housing information

### Additional Forms

- Affidavit of Person Acting as Parent (PBSD 1543)** - Verify status of person acting as a parent
- Affidavit of Residence (PBSD 1866)** - Used for extenuating circumstances to verify residence

### Required Documents

- Proof of Residence in Palm Beach County ((two current documents reflecting the correct residential street address, such as a driver's license, electric bill, mortgage, lease agreement, rent receipt, United States Postal Service confirmation of address change, credit card statement, etc.).
- Record of immunizations (DH 680 or DH 681)
- Record of physical (DH 3040)
- Proof of age (Birth Certificate, passport, religious record, etc.)
- Additional helpful documents or documents from previous school(s)

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## Students transferring from within the Palm Beach County School System

- If provided or requested, Withdrawal Letter from current Palm Beach County School
- Student Registration (PBSD 2688)** - Basic student demographic information
- Two Proof of Residences if your address has changed
- Student Housing Questionnaire (PBSD 2479)** - Student housing information
- Additional forms as needed

### **\*Proof of Residence**

Upon initial enrollment in a school, a student or parent must produce **two current documents** reflecting the correct residential street address. Post office boxes, private mailbox addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows: (According to School Board Policy 5.011)

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
- Mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- State of Florida driver's license;
- State of Florida identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.

**If you do not have two forms of proof of residence or for any other extenuating circumstances, please see school administration.**