

## **Registration Requirements for Students Transferring from another Florida Public or Private School**

Anyone who registers a student must show Photo ID

At the time of registration you must have **ALL** of the following documents to complete the registration process.

- **Original Birth Certificate** or copy faxed from previous school to our office. Original birth certificate required for Kindergarten students.
- **Social Security Card** (If available)
- **Florida Certificate Of Immunization (Original Blue Card)** - can be obtained by taking your former state's immunization record to the Lee County Health Department, 3920 Michigan Ave., Ft. Myers, FL. (For more information contact them at 332-9601). The child must be up-to-date on immunizations.
- **Proof of Address** - Only **ONE** of the following documents is required:
  - **Current** electric bill, water bill, cable bill, or land line telephone bill
  - signed lease agreement
  - statement from landlord on their letterhead verifying occupancy
  - homestead exemption card
  - if you are building a house - mortgage acceptance letter including: name, loan number, property address and a letter from the builder with an expected completion date. (The completion date and the date the child will start attending school must be within a sensible time period).
  - if you are buying a house - settlement statement or mortgage acceptance letter including: name, loan number, property address and closing date. **WE DO NOT ACCEPT** sales contracts, commitment letters, or truth in lending statements.
  - if living with relatives or friends - a letter from them listing your name and the names of children, stating that you are residing at their address and a copy of one of the documents listed above to verify their address.
  - (WE DO NOT ACCEPT driver's license, or cell phone bills, bank statements, checkbooks, child support checks, pay stubs or mortgage coupon/payment books as proof of residence.)
- **Proof of custody** is required if child is not living with both natural parents and both parent's name are on the birth certificate
- **Name and address of last school attended**
- **Copy of Individual Education Plan** (IEP) if your child is in an exceptional student education (ESE) program