

## Glades Middle School



“Closing the Distance”

New Student Registration for the 2021-2022 School Year

### Directions for Registration

- ❖ Verify your home address using school locator below
- ❖ Complete, download, and save registration forms below to your device
  - ❖ Scan or photograph proofs required (from list below)
  - ❖ Email your complete registration (all forms and proofs) to [melisa.neely@browardschools.com](mailto:melisa.neely@browardschools.com)
- ❖ FOR ANY QUESTIONS REGARDING REGISTRATIONS AND/OR WITHDRAWALS, PLEASE CONTACT MELISA NEELY @ 754-323-4600 OR 323-4654 MONDAY – FRIDAY 8:30 AM TO 3:30 PM

### REGISTRATION REQUIREMENTS

[\(School Board Policy 5.1\)](#)

### SCHOOL LOCATOR

Find the school(s) assigned to your home address using our [Find My School](#) feature.

You must provide your specific street address and your child’s grade level, and the app will determine the correct school your child is supposed to attend.

If you wish to attend Glades Middle School but do not live in our boundaries, please [Click Here](#) to complete a reassignment/School Choice Form.

(Your may need to Download [Adobe Acrobat Reader](#) to view, write, or print PDF)

## REGISTRATION FORMS

Complete the following Broward County Public Schools enrollment forms:

- ❖ Student Registration Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)
- ❖ Emergency Contacts Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)
- ❖ Release of Information Form, if needed: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)

Code of Conduct Signature Forms [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)

## PROOFS OF RESIDENCE

Submit current proofs of residence from the table below based upon your type of residence

**If you OWN or RENT your residence**

- ❖ Submit **ONE** document from **BOTH** Columns A and B

**If you SHARE the housing of another person who owns/rents the home:**

- ❖ Both the registering parent and owner/renter of the residence complete a notarized Affidavit of Shared Residence Form: [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#); and,
- ❖ The owner/renter of the residence must submit one document from both Columns A and B; and,
- ❖ The registering parent must submit two documents from Column B.

If you answer “Yes” to certain residency questions on the Student Registration Form you may qualify for the HOMELESS Education Program ([HEP](#)) under the McKinney-Vento Act.

- ❖ The school will provide a referral to the district’s Homeless Education Liaison and, if qualified, the student will be eligible for immediate service.
- ❖ Students registered under the McKinney-Vento Act must re-enroll each school year.

**All documents must be current, valid, and include the residential address used for enrollment.**

COLUMN "A"	COLUMN "B"
<ol style="list-style-type: none"> <li>1. Property tax bill</li> <li>2. Homestead Exemption Card</li> <li>3. Deed</li> <li>4. Mortgage Statement</li> <li>5. Home purchase contract including specified closing date within 30 days of enrollment and copy of the deed to be provided within 60 calendar days of closing date</li> <li>6. <b>Current Notarized</b> Lease Agreement with the name and phone number of lessor/landlords</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Current Utility bill (i.e., electric, water, waste)</b></li> <li>2. <b>Current</b> telephone or cellular phone bill</li> <li>3. Verification of tenancy from Homeowner's or Condominium Association</li> <li>4. Declaration of Domicile Form from the County Records Department</li> <li>5. <b>Current</b> Florida Driver's License</li> <li>6. Florida identification card</li> <li>7. Automobile registration</li> <li>8. Automobile insurance</li> <li>9. <b>Current</b> Credit Card Statement</li> <li>10. <b>Current</b> Two (2) consecutive bank account statements</li> <li>11. United States Postal Service confirmation of address change request.</li> </ol>

## **PROOF OF AGE**

Submit **ONE** form of verification of the student's age in the order set forth below:

### **Official Birth Certificate**

- ❖ A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births.

### **Certificate of Baptism**

- ❖ A duly attested transcript of a certificate of baptism showing the date of birthplace of baptism of the child, accompanied by an affidavit sworn to by the parent.

### **Insurance Policy**

- ❖ An insurance policy on the child's life, which has been in force for at least two years.

### **Religious Record**

- ❖ A bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent.

### **Passport**

- ❖ A passport or certificate of arrival in the U.S. showing the age of the child.

Note: Under no circumstances shall staff request a passport, visa, or any other documentation to verify the immigration status of any student.

### **Transcript**

- ❖ A transcript of record of age shown in the child's school record of at least four years prior to application, stating date of birth

### **Sworn Affidavit**

- ❖ An affidavit sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician, which states that the health officer or physician has examined the child and believes the age as stated in the affidavit is substantially correct.

## **PROOF OF MEDICAL EXAM**

Students enrolling in a Florida public school for the first time must submit evidence of a medical examination performed within the twelve months prior to the initial enrollment.

## **PROOF OF IMMUNIZATION**

Submit a Florida Certificate of Immunization Form (Form DH680),

- ❖ Florida Certification of Immunization DH680 Health Form completely filled out. You can obtain this form from a Florida Physician or the [Florida Department of Health](#).
- ❖ If the student is in the 7<sup>th</sup> or 8<sup>th</sup> grade, the form must show a current “TDAP” vaccine date.
- ❖ State of Florida School entry Health Exam form DH3040 with a date within the last 12 months.

Students may attend school without a Florida Certificate of Immunization if they have a:

- ❖ Religious Exemption (Form DH 681)
- ❖ Temporary Exemption (Form DH 680, Part B)
- ❖ Medical Exemption (Form DH 680, Part C)
- ❖ Principal’s 30-Day temporary exemption for incoming, out-of-district transfer students

## STUDENT RECORDS

- ❖ Submit the most recent report card and /or transcript needed for appropriate grade level placement; or,
- ❖ Complete a Release of Information Form and your school will request the appropriate educational records from all previous educational programs. [English](#) | [Spanish](#) | [Haitian Creole](#) | [Portuguese](#)

### **WARNINGS!**

Schools have the right to verify any information provided by the student and /or the student’s parent(s)

A student whose parent(s) submit fraudulent information in an attempt to attend a school to which the student is not assigned shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate boundary school.

Whoever knowingly makes a false statement in writing with 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 by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525)