

# I. FORMS, DOCUMENTS AND PROCEDURES FOR INITIAL ENTRY

## Miami-Dade County Public Schools

### INITIAL ENTRY PROCEDURES FOR REGISTRATION

#### I. Forms, Documents and Procedures for Initial Entry

It is suggested that the **REGISTRAR'S CHECKLIST** Appendix 1, be used to ensure completion of all registration procedures. You may want to provide parents a copy of **REGISTRATION REQUIREMENTS** Appendix 2, which provides a glossary of terms and a list of requirements.

- A. STUDENT DATA CARD
- B. HOME LANGUAGE SURVEY FORM
- C. AGE AND LEGAL NAME VERIFICATION
- D. PROOF OF ADDRESS
- E. DISCLOSURE AT TIME OF REGISTRATION
- F. HEALTH REQUIREMENTS
  - 1. STUDENT HEALTH EXAMINATIONS, including proof of tuberculin screening, reading of the test, and appropriate follow-up
  - 2. FLORIDA CERTIFICATE OF IMMUNIZATION, or Certificate of Exemption
- G. PARENT COMMUNICATION
- H. PRIOR RESIDENT ENTRY CODE
- I. STUDENT RECORDS
  - 1. Foreign Students
  - 2. Out-of-State Transfer Students
- J. REGISTRATION PACKAGE
- K. MILITARY FAMILIES

## A. **STUDENT DATA CARD**, FM-2733 ESH-Appendix 3

Students initially entering Miami-Dade County Public Schools must have at least one *Student Data Card* completed front and back, by a parent/guardian as part of the registration process. *Student Data Cards* in **English, Spanish and Haitian Creole** are available from Stores and Distribution; however, these are only to be used for language assistance to the parent/guardian, and are not to be completed as the registration card. The emergency contact and release from school information section on the back of the *Student Data Card* **must** be completed and signed. The information must be updated annually for all students in membership and at any time when parents/guardians provide additional or new information. Specific procedures for releasing students during the school day are located in "Guideline #36, Release from School, Appendix 22" in the document titled, *Procedures for Promoting and Maintaining a Safe Learning Environment*. Florida Statute 1008.386, Appendix 22 requires all schools to **request** and, **if provided**, to record the **social security number** in ISIS for all students in grades PK-12. **A student is not required to provide his or her social security number as a condition for enrollment or graduation.** The *Student Data Card* provides a space to record the social security number. For additional information, please refer to Appendix 5 "**STUDENT SOCIAL SECURITY NUMBERS**". The *Student Data Card* also provides a space to record the e-mail address of the family as an additional contact source.

To assist parents in completing the data card, "Instructions for Completing Student Data Card", Appendix 4, have been developed in three languages. The instructions may be accessed in the e-handbook:

<http://ehandbooks.dadeschools.net/policies/44/pdf05/attachments.pdf>

For students who are pre-registered, that is, futured in ISIS, two preprinted cards will be sent to each school by Information Technology Services, ITS, in August. The preprinted information represents the most recent data as it exists in the *Student Database System*.

## B. **HOME LANGUAGE SURVEY FORM**

In accordance with the program requirements as well as with the FDOE/META Consent Decree, the Florida Department of Education has mandated that every student initially entering Miami-Dade County Public Schools be asked a series of three questions. The questions are required as part of the registration process. A form titled, *HOME LANGUAGE SURVEY*, FM-5196 ESH, Appendix 6, is provided to survey new students.

### C. AGE AND LEGAL NAME VERIFICATION

Florida Statute 1003.21, Appendix 22 specifies the evidence which may be used for establishing proof of birth, and also indicates that if the first prescribed evidence is not available, the evidence obtainable in the order listed below shall be accepted (See "Glossary" in Appendix 2 for definition of terms).

1. A duly attested transcript of the child's birth record (birth certificate or birth card) filed according to law with a public officer charged with the duty of recording births. Must be original; hospital certificate is not acceptable; **or**
2. A duly attested transcript of the Certificate of Baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; **or**
3. An insurance policy on the child's life which has been in force for at least two years; **or**
4. *A bona fide contemporary Bible record* of the child's birth accompanied by an affidavit sworn to by the parent; **or**
5. A passport or Certificate of Arrival in the United States showing the age of the child. Since the passport or Certificate of Arrival cannot be copied, please refer to Form 6670, Appendix 7; **or**
6. A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating date of birth.
7. If none of this evidence can be produced, then the parent/guardian must supply an AFFIDAVIT OF AGE, FM-4681 ESH, Appendix 8, sworn by the parent, and accompanied by a Certificate of Age signed by a public health officer or by a public school physician, or, if neither of these shall be available in the county, by a licensed practicing physician designated by the school board, which certificate shall state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

#### 8. BIRTH CERTIFICATE

Parents/guardians are to provide proof of age for their child. It may be necessary for the school site personnel to help parents/guardians complete requests for birth certificates. Some states are now issuing birth cards in lieu of birth certificates and these cards bear the official or embossed seal of the issuing office. **Hospital Certificates are not acceptable.** If available, a copy of the birth certificate is to be placed in the student's Cumulative Record Folder and the birth registration number is to be recorded in the appropriate place on the Cumulative Record Folder.

9. APPLYING FOR A BIRTH CERTIFICATE

- a. **Children born in Miami-Dade County, Florida** - Apply to Department of Health, Bureau of Vital Statistics, Miami, Florida.  
<http://www.dadehealth.org/records/RECORDSintro.asp>
- b. **Children born in the State of Florida** - Apply to Bureau of Vital Statistics, Jacksonville, Florida.
- c. **Children born outside the State of Florida but in the U.S.A.** - A list of addresses for the Bureau of Vital Statistics for each state, including the cost of birth certificate, is provided in Appendix 9.

10. LEGAL/ASSUMED NAMES

Please note that all schools are guided by School Board Rule 6Gx13-5A-1.07, Section IV "Legal Names of Students in Regard to School Records" Appendix 22 states:

In cases where the parent seeks to enroll a child in a public school under a name other than the legal name, Board Attorneys have ruled that this request may be granted on a temporary basis provided court action is in process to make the assumed name legal.

In all cases, official school records must list both the legal name and assumed name of the student. Students entering a Miami-Dade County public school for the first time must have a Student Data Card completed with both legal and assumed names shown.

In other words, **a student's legal name should not be changed** on any of the student's records **without a legal document** noting the change. Upon registration, the staff person who is initially entering a student's name into ISIS should enter the **student's name as it appears on the legal document**. Do not simply enter the name the parent wrote on the *Student Data Card*, **use the legal document**.

When a student's name, birth date, sex, social security number, ethnicity or place of birth have been initially entered incorrectly or when there is a legal change with documentation provided, complete the form *ACR-3, CHANGE OF DATA, FM-0735 Rev. 02/09*, Appendix 10, and submit the document received during initial registration of student to **Attendance Services, Mail Code 9028**.

#### **D. PROOF OF ADDRESS**

Students in the K-12 program are assigned to attend school based upon the home residence of the parent/guardian and the school attendance zones as approved by The School Board of Miami-Dade County, Florida. Verification of residence is to be presented by the parent/guardian at the time of registration. School Board Rule 6GX13-5A-1.08, "Attendance-Student Transfers" Appendix 22, states that **two** of the following items shall be used as verification of residence:

1. Broker's or attorney's statement of parents, purchase of residence, or properly executed lease agreement; **and/or**
2. Current Homestead Exemption Card; **and/or**
3. Electric deposit payment receipt or electric billing statement, bottom portion showing name and **service address**.

A field has been created in ISIS – Student Information and New Student Without Identification screens to flag a student's record when verification of residence cannot be provided at time of registration. The electric bill, both portions showing name and service address must be submitted to school within 40 calendar days after registration. A weekly report will be available in Control-D to monitor students without proof of address.

In extreme cases when such documents are unavailable, an *Address Verification Agreement* should be completed and verified by school or Regional Center staff, as appropriate, see Appendix 11. **However, students must be registered in school.**

#### **E. DISCLOSURE AT TIME OF REGISTRATION, FM-5740-Appendix 12**

Chapter 1006.07 Appendix 22 of the Florida law requires that any student seeking admission to a public school in the State of Florida be required to provide information regarding expulsions, arrests which may have resulted in a formal charge, or any involvement with the Juvenile Justice System, at the time of initial registration. See Appendix 12.

#### **F. HEALTH AND IMMUNIZATION REQUIREMENTS**

**NO STUDENT WILL BE ADMITTED TO SCHOOL WITHOUT PRESENTING TANGIBLE DOCUMENTATION THAT IMMUNIZATION AND HEALTH REQUIREMENTS HAVE BEEN MET.**

**Schools are to keep a list of names of all students with their addresses who have not enrolled because of missing required documents. If students on this list do not register within a reasonable period of time, the school is to request home visits from the School Social Worker, in order to assist the parents/guardians and ensure student enrollment.**

Parents/guardians shall be encouraged to contact a private physician, clinic, local health center, or the **Special Immunization Program Office** at **786-845-0550** for additional information concerning the required immunizations. When parents indicate they cannot afford a private physician or they do not have another source of health care, they should be advised to contact the nearest **DEPARTMENT OF PUBLIC HEALTH CENTER** to make an appointment for **FREE IMMUNIZATIONS** for their children at the **COMMUNITY OUTREACH PROJECT**. Locations are listed on Appendix 13.

Health and Immunization documentation shall be completed on forms **approved and provided** by the Department of Health and shall become a part of each student's *Cumulative School Health Record DH Form-3041* to be transferred when the student is promoted or changes schools. *Cumulative School Health Records DH Form-3041* may be obtained by contacting the Comprehensive Health Services at 305-995-1235.

**Effective for the 2010-2011 school year the following changes will take effect:**

Grade Levels-including retainees for the grade	Immunization Changes
Kindergarten, first <b>and second grade</b>	<b>Two (2) doses of varicella vaccine or proof of disease</b>
Pre-kindergarten, third, fourth, fifth, sixth, seventh, eighth <b>and ninth grade</b>	<b>Proof of varicella vaccine or disease</b>
ALL GRADES – PK-12	Proof of completion of the 2 or 3 dose Hepatitis B vaccine series. (The first of the two, or three dose series is required to enroll/attend).
ALL GRADES – PK-12	Students who are homeless or who have entered a juvenile justice program, or military may have a 30 day temporary exemption.
ALL GRADES – KG-12  PK – Needs only one MMR	Two measles preferably in the form of MMR, (measles, mumps, and rubella). MMRs administered within a four day grace period prior to the first birthday will be accepted.
Seventh (7 <sup>th</sup> ) Grade	Tdap (1) dose

1. *Student Health Examinations*-Appendix 14A and 14B

Students enrolling in a Florida school for the first time must present proof of a physical exam done within 12 months prior to entry. A Tuberculosis Clinical Screening with appropriate follow-up, if needed, must also be done within 12 months of entry.

**Students transferring from within the state or within the county are not required to be re-examined.** However, all students initially entering Miami-Dade County Public Schools must present proof prior to enrollment of tuberculosis Clinical Screening and appropriate follow-up if necessary.

2. *Florida Certificate of Immunization-DH Form 680, 8/2000-Appendix 15A and 15B*

Section 1003.22 (1), Florida law, **Evidence of immunization, Appendix 22 required** indicates that the school board of each district shall require each student PK-12 prior to admittance to or attendance in a Florida public or private school, to present or to have on file a Certificate of Immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health.

**Students enrolling in school for the first time or transferring into Miami-Dade County Public Schools from out-of-state or from another county within the state must present one of the following:**

3. *DH Form 680, 8/2000-Appendix 15A and 15B*
  - a. Part A-1, Certificate of Immunization for K-12, excluding 7<sup>th</sup> grade requirements
  - b. Part A-2, Certificate of Immunization Supplement for 7<sup>th</sup> grade requirement
  - c. Part B, Temporary Medical Exemption Additional certification must be presented on or before the expiration date or student should be excluded from school;
  - d. Part C, Permanent Medical Exemption
4. *DH FORM 681, Jan 92-Appendix 16*

**Religious Exemption From Immunization** form, Appendix 16, may be obtained from Department of Public Health Centers.

**Health Records for students within the state should be requested via the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.)** The **Certificate of Immunization** will be supplied by the Miami-Dade County Department of Health to physicians and health clinics throughout the county. A private physician, or authorized medical representative, must sign and date the **Certificate of Immunization**. For additional information, call the **Special Immunization Program Office** at **786-845-0550**.

Parents of students transferring within Miami-Dade County Public Schools do not need to be issued a copy of the immunization documentation on file in the student's cumulative folder. The receiving school can access the immunization information from the ISIS student information file PF17-Health Information.

Students identified as **Project Upstart, Homeless Children, Youth Program and Juvenile Justice Programs** are to be admitted to school on a 30 day temporary exemption. Absence of the documents will not prevent the student from attending school. For information on homeless students contact Ms. Laura Chiarello, Program Manager, School Social Worker, **Division of Student Services**, at **305-995-7318**.



5. Florida SHOTS (State Health Online Tracking System) is a free, statewide, centralized online immunization registry that helps parents, authorized health-care providers, schools and day care centers keep track of immunization records. The registry was designed to help doctor's offices by providing you with lots of benefits including:

- Easy-to-print blue forms (DH Form 680)
- 24/7 access to immunization information
- Up-to-date immunization tracking software that never needs to be downloaded or upgraded on your computer
- System-certified electronic 680s accessible directly to authorized schools, child-care centers, and medical providers
- Reliable, consolidated immunization histories for new or continuing patients
- Previously reported contraindications
- Immunization reminders and recalls

## **G. PARENT COMMUNICATION**

The **IMPORTANT MESSAGE TO PARENTS-HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE**, Appendix 17, may be distributed to each parent who is attempting to enroll a child in Miami-Dade County Public Schools for the first time and who does not have the required documents.

For health related questions, contact **Comprehensive Health Services** at **305-995-1235**.

## **H. PRIOR RESIDENT ENTRY CODE**

During the registration process, students entering Miami-Dade County Public Schools must indicate the county, state, country or territory in which they were previously enrolled.

## **I. STUDENT RECORDS**

### **1. FOREIGN STUDENT RECORDS**

Records written in English, Spanish, and Haitian Creole may be converted at the school level unless they present problems. Records written in languages other than English, Spanish, and Haitian Creole should be sent directly to **Attendance Services, Foreign Records/Student Visa Department**. Staff may be consulted at any time on any foreign record or student placement. Contact information for the **Foreign Records/Student Visa Department** may be found in Appendix 18.

### **2. OUT-OF-STATE TRANSFER STUDENTS**

a. *RULES OF THE STATE BOARD OF EDUCATION OF FLORIDA* regarding entry into kindergarten and first grade by out-of-state transfer students are listed in Appendix 19.

- b. The listing of *LEGAL MINIMUM PUBLIC SCHOOL ENTRY AGES BY STATE AND TERRITORY* as provided by the Florida Department of Education is contained in Appendix 20.

## **J. REGISTRATION PACKAGE**

A sample *REGISTRATION PACKAGE* has been posted in the **Attendance Services** and e-handbooks web site, for your use. Please note that some documents are required while others are listed as optional. It is requested that documents identified as required be included in all packets in an effort to comply with uniform registration practices.

<http://ehandbooks.dadeschools.net/policies/75.pdf>

## **K. MILITARY FAMILIES**

Section 1003.05(3), Florida Statutes gives enrollment priority to students whose parents/guardians are on active military duty. The following procedures are to be adhered to when processing an out-of-area military transfer:

- Parent/guardian must enroll the student in the home school that serves their resident address before the request for the military transfer can be considered.
- Complete a Student Transfer form, FM-3281, at home school and obtain the signature on the Student Transfer form of the principal or designated administrator from the home school with whom the parent/guardian met.
- Regional Center staff will approve all military transfer to the requested school as long as receiving school is below 100% of permanent and relocatable FISH capacity.