



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2020-2021 NEW STUDENT REGISTRATION PARENT/GUARDIAN INFORMATIONAL GUIDE UNDER THE EXTENDED CLOSURE OF SCHOOLS RELATED TO COVID-19

The Federal and State Compliance Office (FASCO) has prepared this document to provide guidance and assist parents with new student registrations for the 2020-2021 school year. We want parents to know that although our school buildings are closed, school staff is available to process new registrations for the 2020-2021 school year.

The guidelines and protocols presented in this document will remain in effect until the last day of school closures due to COVID-19.



STEPS FOR PARENTS/LEGAL GUARDIANS

REQUIRED ACTION:

Indicate the intent to register a new student for the 2020-2021 school year by sending an email to the principal of the student's assigned school based on actual residence.

All students are assigned to attend a designated school in the District based on where their parents/legal guardians reside, unless the child has received an assignment to another school through a Choice Student Transfer, or through the Office of School Choice & Parental Options.

- To find your child's assigned school based on your home's address, please [CLICK HERE](#).
- For a directory of principals' email addresses, please [CLICK HERE](#).

REQUIRED ACTION:

When sending the email, we ask parents/legal guardians to indicate **NEW STUDENT REGISTRATION** on the subject line and be sure to include the following information:

- Full Name of the Parent Registering the Student
- Home Address
- Contact Information: Email and Phone
- Student Full Name, Date of Birth, and grade for 2020-2021 school year

Given the unprecedented nature of our current situation, every registration intent will have its unique challenges; therefore, school site staff will work with parents/legal guardians to determine the best course of action. After receiving a registration intent email from a parent, school staff will contact the parent via phone or email to coordinate the registrations process. School site staff will make arrangements with the parent to provide the required forms needed for registration. Parents/Legal-Guardians may access the Registration Packet that includes all of the forms required for registration [CLICK HERE](#).

Important Read Carefully:

- Schools will put in place security procedures for the purpose of verifying records and information received via an automated transaction.
- Parents/legal guardians will be asked to authenticate the information received and their legal relationship to the child.
- Once schools reopen, school staff will proceed to review again and update the required paperwork collected from parents/legal guardians during the COVID-19 closure period.
- Only the parent/legal guardian who enrolls the student may request to transfer or withdraw the student.



IMPORTANT REMINDERS FOR PARENTS/GUARDIANS

COMPULSORY EDUCATION AGE REQUIREMENTS:

All children who have attained the age of six (6) years, or who will have attained the age of six (6) years by February 1st of any school year, or who are older than six (6) years of age but have not attained the age of sixteen (16) years, except as otherwise provided in Florida law, are required to attend school regularly during the entire school term.

KINDERGARTEN STUDENT:

Any child who will have attained the age of five (5) years on or before September 1st of the school year shall be eligible to enroll in kindergarten at any time during the year. A transferring kindergarten student is eligible to be enrolled in the District if the entrance age requirements have been met outside Florida and the child had been regularly enrolled there.

Students transferring from elementary to middle or middle to high school, will be automatically assigned to their neighborhood school.

SCHOOL CHOICE/STUDENT TRANSFERS:

All students are assigned to attend a designated school in the District based on where their parents/legal guardians reside, unless the child has received an assignment to another school through a Parent Choice Student Transfer, or through the Office of School Choice & Parental Options.

If you wish to choose a different school for your child and request a transfer, you may do so through several options:

- For additional information regarding Magnet and Choice Programs, please [CLICK HERE](#).
 - For additional information regarding Parent Choice Transfers, please [CLICK HERE](#).
- Please use Google Chrome, Mozilla Firefox, or Microsoft Edge*



DOCUMENTS AND FORMS

School Board Policy 5112-Entrance Requirements establishes the admission and registration requirements for students entering school.

DOCUMENTS NEEDED AT TIME OF REGISTRATION:

- Verification of age and legal name
- Verification of parent/legal guardian current residence
- Health and Immunization Requirements, [CLICK HERE](#)

PROOF OF AGE:

Every child initially entering a District school must prove age by an authentic document issued by a governmental agency. If acceptable proof of age is not presented when the child first seeks admission, the principal should enroll the student temporarily and give the parent thirty (30) calendar days to secure proper proof.

VERIFICATION OF RESIDENCE:

Verification of a parent's/legal guardian's residence via a Statement of Bonafide Residence - [FM-7444](#) shall be required at the time the child registers in a District school.



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IMMUNIZATION & PHYSICALS:

Florida Statute 1003.22, states that the Florida Department of Health requires the school board of each district shall require each student prior to admittance, or attendance in a Florida public or private school in Pre-K-12th grade to present or to have on file a Florida Certificate of Immunization(DH-680). Parents/guardians will need to call their medical provider for an appointment, as they are still conducting well visits. Parents can explain that their child needs a well visit for a physical and immunizations for school entry. If parents/guardians are experiencing financial difficulties or if a parent/guardian does not have a private medical provider, they can contact the Florida Department of Health in Miami-Dade County Special Immunization Unit at (786) 845-0550 to schedule an appointment to receive FREE school entry vaccines. The Florida Department of Health (DOH) will provide FREE school entry vaccines, and the Federally Qualified Centers (FQC) in Miami-Dade County will provide a school entry physical based on parents/guardians' income. For additional information, please [CLICK HERE](#).

FORMS NEEDED AT TIME OF REGISTRATION:

- Home Language Survey Form ([FM-5196](#))
- Disclosure at Time of Registration ([FM-5740](#))
- Emergency Student Data Form ([FM-2733](#))
- Project UP-START Student Questionnaire ([FM-7378](#))

The Emergency Student Data Form governs early release of the student. The registering parent/legal guardian who signs/verifies this form is responsible for providing truthful and accurate information. If the student's parents are divorced or separated, the **enrolling parent** is responsible for providing information that is consistent with the most recent court order governing such matters as divorce, separation or custody.

Student Disclosures: Each student at the time of initial registration for school shall note previous school expulsions, arrests resulting in a charge, juvenile justice actions, and any corresponding referral to mental health services by a school district that the student previously attended.

Project UP-START seeks to ensure a successful educational experience for children and youth living with unstable housing in Miami-Dade County by collaborating with parents, families, schools, and community through opening the doors to academic opportunities, removing barriers, and promoting a healthy sense of self with hope for a bright tomorrow. For additional information, Please [CLICK HERE](#).

Contact Information:

- For additional support regarding registrations, parents can email their Home School principal directly or email FASCO staff at studentregistrations@dadeschools.net.
- For additional support, please call the District's Hotline: 305- 995-3000 and request to connect with Student Registration Support. (Hours of Operation: M-F from 8 a.m. – 4 p.m.)
- For additional information regarding new student registrations, parents can visit the FASCO web page at attendanceservices.dadeschools.net.