

*giving our students the world*

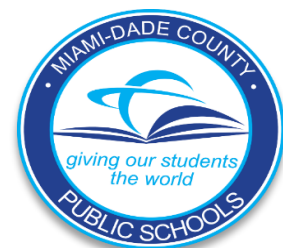


***Federal and State Compliance Office***

# **INITIAL ENTRY REGISTRATION PROCEDURES HANDBOOK**

**2023-2024**

**FASCO**



# **Miami-Dade County Public Schools**

## **The School Board of Miami-Dade County, Florida**

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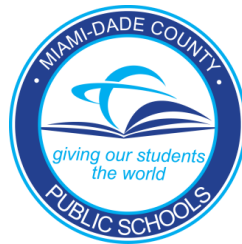
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## INTRODUCTION

[Florida Statutes, Section 1003.21](#) states that children of compulsory school age must attend school regularly during the entire school term. Miami-Dade County Public Schools is an A-rated district offering diverse programs for students of all ages.

The procedures in this handbook convey the process schools will follow regarding student registration and ensures adherence to all registration procedures. The Federal and State Compliance Office (FASCO) will update, as needed, registration protocols and procedures communicated in this document throughout the year. For assistance with implementing the registration procedures, please visit the Federal and State Compliance Office website at [attendanceservices.dadeschools.net](http://attendanceservices.dadeschools.net) or call **(305) 883-5323**.

## SECTION I: DOCUMENTS, FORMS & PROCEDURES FOR INITIAL ENTRY

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This section of the handbook provides all documents and forms required for student registration, as well as links to all registration forms. Forms can also be accessed via the district records and forms management system at <http://forms.dadeschools.net/>.

To facilitate the enrollment of new students to M-DCPS, the Federal and State Compliance Office has created the *New Student Registration Parent Guide* and *New Student Registration Packet*, including a checklist, and required forms. Both documents are in English, Spanish, and Haitian-Creole and accessible for download via the Federal and State Compliance Office, [Student Registration webpage](#). Schools are encouraged to download both documents and post on their school websites for parents to access.

The school shall abide by information provided by the parent who completes the Initial Registration documents or “registering parent.” Any subsequent change to the registering parent listed in the District’s student information system must be verified by both parents in accordance with District procedures. Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another M-DCPS school. The school registrar should consult the principal about any extenuating circumstances presented on a case-by-case basis. Any parent contesting the information on the Initial Registration forms may seek assistance from the court to compel the registering parent to revise the information on the forms. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may agree to change the registering parent and submit an Agreement to Change of Registering Parent Form ([FM-7600](#)) ([Appendix 11](#)) at any time.

Anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty is guilty of a second-degree misdemeanor under F.S. 837.06. In addition, anyone who knowingly makes a false verified declaration is guilty of perjury, a third-degree felony under F.S. 92.525.

### I. DOCUMENTATION NEEDED AT THE TIME OF REGISTRATION:

- Verification of age and legal name (include Verification of custody/guardianship)
- Verification of parent current residence
- Health and Immunization Requirements

#### A. AGE AND LEGAL NAME VERIFICATION

Every child initially entering a District school must prove age by an authentic document issued by a governmental agency.

Florida Statute 1003.21, [School Attendance](#), specifies the evidence required to establish proof of birth, and alternative options if the first prescribed evidence is not available, in the prescribed order, as listed below.

1. 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 (original birth certificate); a hospital certificate is not acceptable. **Birth certificates issued as of January of 2013 to present cannot be photocopied.** Complete the Verification of Birth Certificate form ([FM-6982](#)) with the student information provided on the original birth certificate if the birth certificate cannot be photocopied.
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.
3. An insurance policy on the child's life which has been in force for at least two years.
4. A bonafide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent.
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**, schools must complete the Verification of Student Information on Passport, Parolee Card or Certificate of Arrival ([FM-6670](#)).
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 these evidences can be produced, parent must supply an *Affidavit of Age* ([FM-4681](#)), 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 practicing physician designated by the School Board, certificate shall state the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

According to School Board Policy 5112, parents have Thirty (30) calendar days to secure proper proof of the student's age/legal name (e.g., birth certificate, passport).

#### **APPLYING FOR A BIRTH CERTIFICATE**

School site personnel may provide parents information on how to request original birth certificates. **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. Birth certificates are to be requested from the Bureau of Vital Statics appropriate to where the child was born. The parent must provide specific information at the time of the request, along with any associated fees for processing. The following link to the [USA.gov website](#) provides up-to-date information on how to request a copy of a birth certificate. A chart has been prepared by the State for convenience ([Appendix 5](#)).

## **B. EVIDENCE OF PARENTAGE/CUSTODY/ GUARDIANSHIP**

Parents or legal guardians are to provide proof of parentage/custody/guardianship upon registering a student or to access records or school activities. The Birth Certificate or a court order may be used to verify parentage.

If the student is residing with someone other than the registering parent, the following provisions shall apply:

1. If the parent lives within Miami-Dade, Broward, Palm Beach or Monroe counties, the parent must provide documentation of custody by an appropriate state agency such as the Florida Department of Children and Families or the court. To obtain guardianship of a student, the legal parent must submit to the school a power of attorney that has been properly executed by the legal system, the receipt of affidavit from the Family Court, and valid photo identification. Applications for temporary custody of minor children by extended family can be obtained at the [Lawson E. Thomas Court Center](#) at 175 NW First Ave., Suite 2441, Miami, Florida, 33128, (305) 349-7800. Via the [Family Self Help Program \(Click Here\)](#), families can receive specialized services involved in the family court process by accessing the proper forms and instructions to streamline their case, reduce confusion and eliminate delays.
2. If a parent resides within Miami-Dade, Broward, Palm Beach or Monroe counties and the student lives in a residence licensed by the Florida Department of Children and Families, the student may be registered and enrolled in the school that serves that licensed residence.
3. If the parent lives outside of Miami-Dade, Broward, Palm Beach or Monroe counties, the school may accept a court order evidencing guardianship.

## **C. VERIFICATION OF ADDRESS**

Verification of parent's residence shall be required at the time of registration. At the discretion of the Superintendent, verification of residence may be required at any other time during the school year. The student shall reside with the parent placing the student in the neighborhood school.

Verification of address requires **two (2)** of the following:

1. Broker's or attorney's statement of parent's purchase of residence, or properly executed lease agreement
2. Current Homestead Exemption Renewal Receipt
3. Electric deposit payment receipt or electric bill, bottom portion, showing name and service address.

If address verification is not provided, or submitted documents are not acceptable, the Superintendent or designee may verify the student's residence address and a Statement of Bonafide Residence ([FM-7444](#)) can be used.

If an electric deposit payment receipt is used as verification, the electric bill, bottom portion, must also be submitted to the school. If the parent is unable to provide the school with the requested electric deposit receipt, the student will be allowed to enroll in the new school, but must submit the electric bill, bottom portion, to the school within forty (40) calendar days.

According to School Board Policy 5112, parents have forty (40) calendar days to provide proof of residence (e.g., electric bill, executed lease agreement, current Homestead Exemption).

When a change of family residence occurs after ninety (90) school days in which a student is enrolled in a school which would place the student in a different attendance area, the student, upon the request of the parent, may complete the year in the present school. No transportation will be provided.

When a change of family residence occurs after ninety (90) days in which a student is enrolled in grades 11 through 12 or is enrolled in the last grade offered at a school, which would place the student in a different attendance area, the student, upon the request of the parent, may remain in the present school through graduation (for grades 11 through 12), or the last grade offered at the school. No transportation will be provided.

Florida Statute 837.06, [False Official Statements](#), states that any parent who knowingly makes false statements in writing with the intent to mislead a public servant will be penalized by law.

## **D. HEALTH AND IMMUNIZATION REQUIREMENTS**

### **STUDENTS WILL NOT BE ADMITTED TO SCHOOL WITHOUT PRESENTING TANGIBLE DOCUMENTATION THAT IMMUNIZATION AND HEALTH REQUIREMENTS HAVE BEEN MET:**

1. State of Florida School Entry Health Exam [DH-3040](#), including proof of tuberculosis clinical screening and appropriate follow-up, if necessary.
2. Florida Certification of Immunization [DH-680](#)

Parents are encouraged to contact their medical provider for information regarding the required school entry vaccines. If parents are experiencing financial difficulties or if a parent do 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. Parents can also

contact “The Children’s Trust” Helpline at 211 to obtain a list of medical facilities that will provide immunizations at a reduced price.

Exceptions may be made for a period of 30 days for students currently in transition ([Project Up-Start Program](#)), under the Juvenile Justice System and children of Military families.

### **State of Florida School Entry Health Exam, [DH-3040](#)**

Parents of **ALL** students are required to present evidence of a health examination performed within twelve (12) months by a medical provider prior to initial entry into a Miami-Dade County Public School. The school health exam **MUST** include a **tuberculosis clinical screening**. If the screening indicates that a follow-up skin test is needed, the student may enroll **ONLY** with a medical provider’s statement that the student is free of communicable tuberculosis and can attend school.

Students transferring from within the state of Florida or within the county are **NOT** required to be re-examined. However, **ALL** students’ initially entering Miami-Dade County Public Schools health screening must include a tuberculosis clinical screening, and evidence of appropriate follow-up if necessary.

The school entry health exam should be completed on the State of Florida School Entry Health Exam form (DH-3040). When using this form, parents must complete page one (1). A health care provider may complete page two (2) or submit their own documentation of the medical information detailed on the form.

### **Florida Certification of Immunization, [DH-680](#)**

Florida Statue [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 PK-12th grade, to present or to have on file a *Florida Certificate of Immunization* (DH-680).

**The following vaccinations are needed for students attending kindergarten through twelfth grade:**

Grade Levels (including retained)	<a href="#">Immunization Requirements</a>
Kindergarten through twelfth grade (K-12 <sup>th</sup> )	<ul style="list-style-type: none"><li>• <b>Four or five doses of diphtheria-tetanus-pertussis (DTap) vaccine</b> The fifth dose of DTap vaccine is not necessary if the fourth dose was administered at age 4 years or older.</li><li>• <b>Three doses of hepatitis B (Hep B) vaccine</b></li><li>• <b>Three, four or five doses of polio (IPV) vaccine</b> If four or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous one.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Two doses of measles-mumps-rubella (MMR) vaccine</b></li> <li>• <b>Two doses of varicella (chicken pox) vaccine</b> Varicella (chicken pox) vaccine is not required if the child has a documented history of the varicella (chicken pox) disease.</li> </ul>
Seventh grade (7 <sup>th</sup> )	<b>One dose of tetanus-diphtheria-pertussis (Tdap) vaccine</b>

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

1. **Florida Certificate of Immunization Form-(DH-680).**  
Complete *Florida Certificate of Immunization* form should be marked only when **ALL** kindergarten or seventh grade immunization requirements are met.
2. **Temporary Medical Exemption**  
Temporary Medical Exemptions should only be marked when a medical provider indicates that the child has received as many immunizations as are medically indicated at this time. An additional *Florida Certificate of Immunization* form **MUST** be presented on or before the expiration date. If the additional certificate is not presented on or before the expiration date, the student must be excluded from school.
3. **Permanent Medical Exemption**  
A Permanent Medical Exemption is provided when a child cannot receive one or more vaccines due to medical reasons. The medical provider **MUST** list the vaccine(s) that are contraindicated on the *Florida Certificate of Immunization* form.
4. **Religious Exemption**  
A request for a religious exemption from immunization requirements is issued **ONLY** by the Florida Department of Health in Miami-Dade County for a child who is not immunized because of his/her family's religious tenets or practices.

The Religious Exemption From Immunization form ([DH-681](#)) **MUST** be kept on file at the school to facilitate identification of unimmunized/susceptible children needing exclusion during an outbreak of a vaccine-preventable disease.

Parents of students transferring within Miami-Dade County Public Schools do not need to be issued a copy of the immunization documentation. The receiving school can access the immunization information from the Districts Student Information System (DSIS) Student Information Screen (PF3) and then access the Health Information Screen (PF17).

### **Florida SHOTS (State of Florida Immunization Registry)**

Florida SHOTS 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 assist health care providers by providing the following benefits:

- Easy-to-print forms (DH-680).
- 24/7 access to immunization tracking software that never needs to be downloaded or upgraded on your computer.
- System-certified electronic records 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 recall.

**These forms are not available to the public and must be completed by a Florida Physician or the Florida Department of Health in Miami-Dade County.**

The State of Florida School Entry Health Exam (DH-3040) and the Florida Certification of Immunization (DH-680), **MUST** be attached to the student's Florida Department of Health Cumulative Health Record (DH-3041) and filed as part of the Cumulative Record Folder. The Florida Department of Health Cumulative Health Record (DH-3041) may be obtained by contacting the Miami-Dade County Public Schools' [Comprehensive Health Services Department](#) at (305) 995-4111.

#### **Health Centers for FREE Vaccines**

##### **Health District Center**

1350 N.W. 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, Miami, FL 33125

##### **Little Haiti Health Center**

300 NE 80<sup>th</sup> Terrace 2<sup>nd</sup> Floor, Miami, FL 33138

##### **West Dade Family Planning Clinic**

11865 SW 26th St., Suite J2, Miami, FL 33175

Appointments: (786) 845-0550

**For other locations that provide immunization parents may visit the District's Home page at <https://www3.dadeschools.net/home>.**

#### **PARENT COMMUNICATION: LETTER OF HEALTH REQUIREMENTS FOR NEW STUDENT ENTRIES**

The letter of health requirements for new student entries 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. The health requirements parent letter is available in English, Spanish and Haitian-Creole ([Appendix 6](#)).

For health, related questions, please contact the [Comprehensive Student Health Services Department](#) (305) 995-4111.

## **II. FORMS NEEDED AT THE TIME OF STUDENT REGISTRATION:**

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

**The following section provides a brief description of each form:**

### **A. EMERGENCY STUDENT DATA FORM, [FM-2733](#) ([Appendix 4](#))**

Students initially entering Miami-Dade County Public Schools must have an Emergency Student Data Form completed by the registering parent as part of the registration. The information on this form must be updated **annually** for all students or when parents provide additional or new information regarding the student. The registering parent is responsible for completing the Emergency Student Data card and for notifying the school of additional or new information during the school year.

The name of any individual who is authorized or unauthorized by the registering parent to pick up a student from school must be contained on the Emergency Student Data Form for that student to be released to the individual by school staff (See Fla. Stat. 1000.21(5) and Policy 0100 for definitions of “parent”). Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. The school shall abide by the information provided on the Emergency Student Data Form. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or custody matters. Any parent contesting the information provided in the Emergency Student Data Form by another parent may seek assistance from the court governing their parenting matters to compel the registering parent to revise the information. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may also agree to change the registering parent and submit an Agreement to Change Registering Parent Form ([FM-7600](#)) ([Appendix 11](#)) at any time.

Only the registering parent will be permitted to withdraw the student from the school and enroll the student in another M-DCPS school. The school registrar should consult the principal about any extenuating circumstances presented on a case-by-case basis.

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. Any person verified as a parent in the District’s Student Information System is presumed to be authorized to pick up the student unless otherwise indicated by the registering parent. Where parents are unmarried, divorced or separated, only the enrolling parent may provide permission. Parents may have access to the student and/or his/her student records, unless the school has been provided with evidence that

there is a legally binding instrument or court order governing such matters as divorce, separation, or custody, which provides to the contrary.

Specific procedures for releasing students during the school day are as follows:

1. The Authorization for Release of Student from School section of the emergency Student Data Form must contain the name of any person(s), other than parents, who are authorized to pick up the student during the school day. **The registering parent, as identified on the front side of the Emergency Student Data Form, must sign this authorization.**
2. In instances where parents are unmarried, divorced or separated, the action of the school will be governed by the information on the Authorization for Release of Student from School section of the Emergency Student Data Form. The registering parent is responsible for completing the card and for notifying the school of additional or new information during the school year. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated.
3. The school administrator or designee must be responsible at the school to release a student during the school day. This school official must review the Authorization for Release of Student from School section of the Emergency Student Data Form to ensure that the person requesting the student is authorized to remove the student. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. **Under no conditions should students working in school offices release other students; students should only be released from the main office.**
4. Only individuals listed on the Authorization for Release of Student from School section of the Emergency Student Data Form can take students from school during the school day – provided their identity is verified as follows:
  - a. Individual's driver license, or other identification card (photo ID preferred)
  - b. Individual is identified by student being picked up if picture ID is not presented
  - c. Individual is identified by school personnel
  - d. Individuals who do not provide the identification information listed above and are authorized to pick up children from elementary schools should have a signed note from the parent on file and a phone call should be made to the parent for purposes of identification.

A person whose name is NOT listed on the Authorization for Release of Student from School section of the Emergency Student Data Form is **NOT** permitted to pick up the student early or at the end of the school day. The registering parent must be contacted to seek authorization. **No release shall be permitted regardless of the person's relationship to the student, until the registering parent approves.**

**For information regarding the release of students to the Florida Department of Children and Families or to law enforcement, staff should contact School Operations/Children's Courthouse Education Liaison Office at 305-679-2800.**

## REGISTERING PARENT

Only parents or legal guardians shall be listed on the Parent Information (PF8) screen in DSIS. When entering the parent/guardian information, the registering parent shall be listed first on the PF8 screen and “**Registering**” shall be entered under the ‘Employment’ field. Only the registering parent may withdraw or transfer the student.

In cases where BOTH the registering and the non-registering parent agree to change the parent that is listed as the student’s registering parent, the Agreement to ***Change Registering Parent Form (FM-7600)*** ([Appendix 11](#)) must be completed and signed by both parents providing authorization for the school district to change the registering parent listed for the student as indicated on the form. Valid photo identification from both parents must be presented.

## B. HOME LANGUAGE SURVEY FORM, [FM-5196](#)

The Florida Department of Education, in accordance with the Multicultural Education, Training, and Advocacy Inc. (META) Consent Decree which addresses the civil rights of English Language Learners (ELL) students, mandates that every student initially entering Miami-Dade County Public Schools be asked a series of three questions, as part of the registration process. The Home Language Survey, FM-5196, is available in English, Spanish, and Haitian Creole.

## ETHNICITY / RACE

Six (6) data elements are used to report ethnicity and race for students in Florida public schools, including:

- Ethnicity: (Hispanic / Latino)
- Race: American Indian or Alaska Native
- Race: Asian
- Race: Black or African American
- Race: Native Hawaiian or Other Pacific Islander
- Race: White

One element is used to report ethnicity - whether the person is of Hispanic / Latino origin.

Five elements are used to report race. Each student may have up to five race elements. A student may have more than one race element with at least one race element identified.

### C. DISCLOSURE AT TIME OF REGISTRATION, [FM-5740](#)

Florida Statute 1006.07, [District School Board Duties Relating to Student Discipline and School Safety](#), requires that any student seeking admission to a public school in the State of Florida be required to provide information regarding expulsions, arrests and referral for mental health services 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, Disclosure at Time of Registration FM-5740.

### D. PROJECT UP-START

Project UP-START is the Miami-Dade County Public Schools' McKinney Vento Homeless Education Program. Its mission is to ensure a successful educational experience for students leaving in unstable housing situations by collaborating with parents, schools, and the community to remove barriers to education, and promote a healthy sense of self with hope for a bright tomorrow.

Under the Federal McKinney Vento Law, Every Student Succeeds Act, and School Board Policy [5111.01](#), students identified as living in unstable housing situations are entitled to immediate school enrollment and are given up to 30 days to comply with any required documentation, including birth certificates and immunizations. Students are entitled to receive transportation to their school of origin, which is defined as the school that the student attended prior to being displaced from their home. To register a student in Project UP-START, the Project UP-START Student Eligibility Questionnaire ([FM-7378](#)) must be completed and sent electronically to Project UP-START at [Projectupstart@dadeschools.net](mailto:Projectupstart@dadeschools.net).

Schools should have the Project UP-START Student Eligibility Questionnaire Form ([FM-7378](#)) in the registration packets and distribute to those students currently enrolling that might benefit from these services. Please note that both nationally and in the State of Florida, the category with the highest number of homeless students includes those sharing the housing of other persons, due to the loss of permanent housing, economic hardship, or a similar reason, also known as "Doubled-up."

#### Provision of Services

- If transportation is to be requested to attend the school of origin, the Project UP-START Program Transportation Request Form ([FM-7405](#)) must be completed. **Transportation will be provided to students that remain at their school of origin and have a nighttime residence that is over two miles from the school of origin.**
- For additional services including uniform assistance, school supplies, and housing, the Project UP-START Program Referral for Services Form ([FM-7404](#)) must be completed.

The completed forms listed above must be sent electronically to the Project UP-START Office at [Projectupstart@dadeschools.net](mailto:Projectupstart@dadeschools.net).

For technical assistance and support or questions about [Project UP-START](#), including services for students living in unstable housing, please call the Project UP-START Program at any of the telephone numbers listed below:

**South:** 305-242-8426 | **Central:** 305-995-7558 | **North:** 305-572-2800

Miami-Dade County Public Schools' Project UP-START is the McKinney Vento Homeless Education Program, whose mission is to ensure a successful educational experience for students in transition by collaborating with parents, schools, and the community to remove barriers to education, and promote a healthy sense of self with hope for a bright tomorrow.

Under the Federal McKinney Vento Law, Every Student Succeeds Act, and School Board Policy [5111.01](#), identified homeless students are entitled to immediate school enrollment and are given up to 30 days to comply with any required documentation, including birth certificates and immunizations. Students are entitled to transportation to their school of origin, which is – defined as the school that the student attended prior to being displaced from their home. To register a student in Project UP-START, the Project UP-START Student Eligibility Questionnaire (FM-7378) must be completed and sent to Project UP-START at [Projectupstart@dadeschools.net](mailto:Projectupstart@dadeschools.net) or faxed to 305-579-0370. Registrars can contact the Project UP-START office for support at 305-995-7318.

If transportation is to be requested to attend the school of origin, Project UP-START Special Transportation Request Referral Form ([FM-7405](#)) is to be completed and sent to the Project UP-START Office. For additional services including uniform assistance, school supplies, and housing, Project UP-START Referral/Report of Homeless Student Form [FM-7404](#) is to be completed and sent to the Project UP-START Office.

Schools should have the Project UP-START Student Eligibility Questionnaire Form FM-7378 in the registration packets, and distribute to those students currently enrolling that might benefit from these services. Please note that both nationally and in the State of Florida, the category with the highest number of homeless students includes those sharing the housing of other persons due to the loss of permanent housing, economic hardship, or a similar reason, also known as “Doubled-up.”

For questions about [Project UP-START](#) and services for students in transition, please call the Project UP-START Program, at (305) 995-7318.

### **III. ADDITIONAL PROCEDURES FOR INITIAL ENTRY**

#### **A. 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. To obtain a list of codes, please refer to the DSIS Help Menu, PA2 screen.

## B. DISASTER AFFECTED STUDENTS

During the registration process, indicate if a student has moved to this school district or changed schools within the district due to a declared disaster, such as a hurricane, earthquake or conflict in their country. The following disaster affected student codes can be found on the DSIS Help Menu, PA2 screen.

C	student moved to this district due to a conflict in their country
E	student moved to this district due to an earthquake, but not due to a school closing
F	student moved to this district due to an earthquake and a school closing
O	student moved to this district due to another type of natural disaster other than a hurricane or earthquake, but not due to a school closing
P	student moved to this district due to another type of natural disaster other than a hurricane or earthquake and a school closing
Q	student changed schools within this district due to an earthquake, but not due to a school closing
R	student changed schools within this district due to an earthquake and a school closing
V	student changed schools within this district due to a hurricane and a school closing
W	student changed schools within this district due to a hurricane, but not due to a school closing
X	student moved to this district due to a hurricane and a school closing
Y	student moved to this district due to a hurricane, but not due to a school closing
Z or BLANK	student did not move to this district and did not change schools within district due to a disaster

## C. STUDENT RECORDS

As noted in School Board Policy 8330, an eligible student or either parent (registering and non-registering) of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order that expressly revokes those rights. Parents may make the request for records at the school the student attends, and the school has thirty (30) days to respond to the request. If the records are needed to ensure parental participation (for example, in an IEP meeting), the records should be provided as soon as practicable.

If a parent's name is not listed on registration documents, the parent must provide a court order evidencing parentage to be listed as a parent in the District's Student Information System, access records, or participate in school activities.

## FOREIGN STUDENTS

The Federal & State Compliance Office, Foreign Records/Student Visa Department, conducts interpretation of foreign school records for grade placement in KG - Adult, provides grade conversions of high school records for credit in the U.S. from foreign schools, and issues the Form 1-20, Certificate of Eligibility to non-immigrant individuals seeking an F-1 Student Visa or an M-1 Vocational Student Visa. In addition, this office initializes and monitors the processing of J-1 Student Exchange Visas.

For questions regarding grade placement or records of foreign students in the KG - 12 program, create an Ivanti Service Manager (ISM) request. Please include student records, along with the completed Foreign Student Placement ISM Cover Sheet ([FM-6957](#)). Submit records for one student per ISM. School staff may refer to the Student Placement Chart ([Appendix 10](#)) for guidance on grade placement of students in the absence of educational records or if a student's records reflect an age discrepancy of two years or more. When a student placement cannot be determined, schools are advised to use the Temporary Grade Placement Form ([FM-6008](#)). **Important: a student's enrollment in school must NOT be delayed while records are being evaluated by the Federal & State Compliance Office.** For additional information click on the following link: [Foreign Records/Student Visa Department](#). In addition, for questions regarding foreign records, student placement, or student visas, contact FASCO's Foreign Records / Student Visa Department via email or phone, see [Appendix 12](#) for FASCO contact information.

## OUT-OF-STATE TRANSFER OF KINDERGARTEN STUDENTS

Entry guidance into Kindergarten and first grade by out-of-state transfer students is provided in Florida Statute, F.S. 6A-1.0985, ([Appendix 7](#)).

A listing of legal minimum public-school entry ages by states and territory, as provided by the Florida Department of Education is available [HERE](#), ([Appendix 8](#)).

## HOME EDUCATION STUDENTS

Students enrolled in the Home Education Program from grades Kindergarten through 11th grade may enter a school at any time throughout the school year. Any 12th grade student interested in enrolling in a school may do so at any time of the school year up to the end of the first semester of their 12<sup>th</sup> grade year.

As per the Student Progression Plan: Home Education students in grade 12 may enroll in school up until the end of the first semester of their senior year, exclusively. **Twelfth grade home education students will not be accepted during the second semester of the senior year.** Course credits, as presented in the home education portfolio at the time of enrollment at the receiving school, shall be officially validated exclusively at the completion of the 12<sup>th</sup> grade (second semester), based on the current student course performance at the receiving school.

**Important:** A diploma is NOT issued by the public school system in Florida for the completion of a home education program.

For Home Education students who were previously enrolled at a District school, staff should retain all student records in the INACTIVE CUMULATIVE RECORDS at the student's last school of enrollment BEFORE entering the Home Education Program. **DO not send student records to the Home Education Office.**

### **Grades for Home Education Students**

Students entering a school from the Florida Home Education program should be scheduled for courses that would be the next course work to follow with the same rigorous course work presented according to their transcripts, grades or portfolio presented to the school. Once the student is scheduled for the next levels of course work, the school must wait until the completion of that school year and the final grade issued by the teachers to enter the Home Education grades as follows:

- If the student completes the school course work with a final passing grade, the school registrar must enter in TRACE the Home Education grade brought in by the student with the letter grade of a “P” for pass.
- If the student completes the school course work with a final failing grade, the school registrar must enter in TRACE the Home Education grade brought in by the student with the letter grade of an “F” for fail.

### **Procedures for Withdrawing Students from the Home Education Program–Location 8015**

For students previously enrolled in the Home Education Program entering a District or Charter school, please note the following:

- **Location 8015** is not an official school. It is used to register students who are entering the Home Education Program.

To withdraw a Home Education Student from 8015, school should advise the parent to request a withdrawal from 8015-Home Education by submitting the Notice of Termination (FM-7295) to [HomeEducation@dadeschools.net](mailto:HomeEducation@dadeschools.net).

For Home Education Students, all student records, including cumulative folders, report cards, and District or state assessment results, **must be kept at the last public school** attended by the Home Education student.

All inquiries about the Home Education Program, should be sent to [HomeEducation@dadeschools.net](mailto:HomeEducation@dadeschools.net). Schools should not send ISM requests about the Home Education Program.

## **SPECIAL EDUCATION STUDENTS**

The District must take reasonable steps to promptly obtain special education student records, including the Individual Education Plan (IEP), Education Plan (EP), Section 504 Plans, supporting documents and any other records relating to the provision of special education or related services to the child, from the previous school District. The previous school District in which the child was enrolled must take reasonable steps to promptly respond to the request from the new school district.

## **MILITARY FAMILIES**

Florida Statute 1003.05(3), [Assistance to Transitioning Students from Military Families](#), gives enrollment priority to students whose parents are on active military duty. The following procedures are to be adhered to when processing an out-of-area military transfer.

- Registering parent must enroll the student at the home school that serves their residence address before the request for the military transfer can be considered.
- Registering parent completes a Parent Choice Student Transfer Form, [FM-3281](#), and obtains the signature of principal or designee administrator on the form at the home school.
- Region Center staff approves all military transfers to the requested school if the receiving school's FISH capacity below 100%.

## **STUDENTS PLACEMENT WITHOUT EDUCATION RECORDS**

In the absence of educational records or if a student's records reflect an age discrepancy of two years or more, school staff may refer to the Student Placement Chart ([Appendix 10](#)) for guidance on grade placement of students.

## **D. MAINTENANCE AND TRANSFER OF STUDENT RECORDS**

The procedure for transferring and maintaining records of students who transfer from school to school is prescribed by Florida Statute 1003.25. The transfer of records shall occur within three (3) school days. The records shall include:

- Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services.
- Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by school district or charter school staff, as appropriate.

## SECTION II: STUDENT REGISTRATION AND TRANSFERS (CHOICE SPECIAL PROGRAMS)

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To ensure the identification and the proper coding of students registered in School Choice and Special Programs, please review the explanations and procedures provided.

### A. FAMILY EMPOWERMENT SCHOLARSHIP (FES) PROGRAM

The Family Empowerment Scholarship (FES) Program is Florida's first voucher program for low- and middle-income students. As of July 1, 2022, students participating in the John M. McKay Scholarship Program for Students with Disabilities joined the Family Empowerment Scholarship Program under the Unique Abilities category (FES UA).

#### Family Empowerment Scholarship Program, Unique Abilities Category (FES UA)

Under FES UA, students are provided the opportunity to attend one of the following:

- A participating private school, TRANSFER CODE "P", Work Loc. 3900.
- Another public school, TRANSFER CODE "W" with transportation, or TRANSFER CODE "O" without transportation.

For questions pertaining to policies and procedures of the Family Empowerment Scholarship Program, Unique Abilities Category, please contact the Office of Exceptional Student Education and Student Support at (305) 995-1816.

#### Procedures for Registering/Withdrawing Students in the FES Program– Location 3900

For students previously enrolled in the FES Program entering a District or Charter school, please note the following:

- **Location 3900** is not an official school. It is used to register students who are entering a private school through the FES Program. Effective July 1, 2022, students formerly enrolled at location 3518 (McKay Scholarship Program), were enrolled at location 3900.
- **Entry Code E03** – Any PK-12 student whose last school of enrollment was a private school in any Florida school district.
- **Registration documents** must be sent to the school's designated Data Specialist at FASCO, via the ISM System, to enter the student's missing information in DSIS. Include the following documents in the ISM request:
  - o Family Empowerment Scholarship Notice of Termination ([FM-7331](#)) from the registering parent stating their request to withdraw from the FES Program
  - o Home Language Survey – [FM-5196](#)
  - o Valid Parent Identification
  - o Verification of Age and Legal Name (i.e., Birth Certificate)
  - o Health Requirements (Must provide both forms):

- State of Florida School Entry Health Exam – DH-3040
- Florida Certificate of Immunization –DH-680

For students currently enrolled in a District or Charter school and withdrawing to a participating private school in the FES Program, please note the following:

- **Withdrawal Code W04** – Private School/Private Agency: Overseas Study; Intl Programs
- Student records, including cumulative folders, report cards, and District or state assessment results, **must be kept at the last public school** attended by the student.
- To request records for students who are assigned to Location 3900, please contact the last public school the student attended, as listed on the DSIS Previous School Information (PF-21) screen.

For questions pertaining to the Family Empowerment Scholarship (FES) Program, please contact the Federal and State Compliance Office, via email, at [FES@dadeschools.net](mailto:FES@dadeschools.net).

For students participating in the Family Empowerment Scholarship (FES) Program (Location 3900), please do not send Student Cumulative Records to the District Office. Student Records are to be sent to the last public school the student attended.

Parents who wish to participate in the Family Empowerment Scholarship (FES) Program must file their intent at [School Choice Family Empowerment Scholarship Program](#).

## **B. OPPORTUNITY SCHOLARSHIP PROGRAM**

The Opportunity Scholarship Program provides students assigned to schools with a grade of “D” or “F”, as determined by the Florida Department of Education, the opportunity to transfer to another public school graded “C” or better, DSIS Student Transfer Form has TRANSFER CODE “V” with transportation or TRANSFER CODE “N” without transportation.

Criteria for student eligibility is as follows:

- The student’s attendance must have occurred during a school year in which the school was designated as failing.
- The student must have been in attendance in the public-school system, or is eligible to start kindergarten, and be assigned to a school that was designated as failing.

For information about the Opportunity Scholarship Program, including policies, and procedures, please contact the Office of School Choice and Parental Options at 305-995-1922.

### **C. DEPENDENT OF CHILDREN AND FAMILIES (DCF) SUPERVISED DEPENDENT) STUDENTS – ENROLLMENT, TRANSFER & WITHDRAWAL PROCEDURES**

Students who are under the supervision of the Department of Children and Families (DCF) and under the jurisdiction of the Unified Children's Court are considered dependent children and youth. The lead child welfare agency in Miami-Dade County is Citrus Family Care Network (CFCN). CFCN's full case management provider agencies are responsible for the direct supervision of DCF supervised children and youth. These children and youth may be placed in licensed foster care, relative care (which may include a biological parent), a temporary shelter awaiting placement, or in a licensed group home. Schools may not withdraw or transfer a dependent student under the supervision of DCF without the written approval of the Office of District Operations | Special Programs' Children's Courthouse Education Liaison Office (CCELO), via FM-7536 – CCELO Educational Review and School Enrollment Form.

The CCELO is responsible for flagging all DCF supervised (dependent) students, when they are provided with the shelter order. ONLY THE CCELO is to have a copy of the shelter order. At no time, should a school be in possession or request a copy of a shelter order. Once a DCF supervised (dependent) student is flagged the student will be electronically blocked from being withdrawn or enrolled. Therefore, M-DCPS personnel are advised to contact the CCELO immediately at (305) 679-2800 if an individual or agency does not present the appropriate documentation from the CCELO and is requesting to withdraw or transfer a DCF supervised (dependent) student.

Please note that a student may be removed from school at any time by a Child Protective Investigator (CPI) with the Department of Children and Families (DCF) or by law enforcement in the course of a child abuse investigation. Under no circumstance should a CPI with DCF or law enforcement officer be permitted to withdraw or transfer a student from school. If a DCF CPI or law enforcement officer is trying to withdraw or transfer a student immediately contact the CCELO at (305) 679-2800 for approval.

Citrus Family Care Network (CFCN) subcontracts with Full Case Management Agencies which are responsible for the direct supervision of a DCF supervised (dependent) student. The Full Case Management Agencies are identified by a letter in the DCF field on the District Student Information System's (DSIS) PF3-Student Information Screen screen next the DCF field in the middle of the screen. The CFCN Full Case Management Agency DCF Flag Designations are:

DCF Flag Designations in DSIS for DCF Supervised Students

DCF Flag Designation Description

D Center for Family and Child Enrichment (CFCE)

E Children's Home Society (CHS)

F Family Resource Center (FRC)

O Extended Foster Care or Transitioning Youth (Aged 18+)

Y Citrus Family Care Network (CFCN) Temporary Code (Utilized for new entries prior to full case management assignment or courtesy supervisions for out-of-county cases)  
N No longer under the supervision of the Department of Children and Families (DCF) and/or Citrus Family Care Network (CFCN)

#### DCF SUPERVISED (DEPENDENT) STUDENTS - OUT OF AREA TRANSFER (Appendix 9)

In order for a student to remain at his/her school of origin, when the student has been placed in a home outside of his/her current school boundary, CCELO staff will complete FM-7536 CCELO Educational Review and School Enrollment Form which will be sent to the principal of the school to provide to their school's Elementary Assistant or School Registrar to update the DCF supervised student's data in DSIS. The form is also provided to the DCF CPI, full case manager, foster parent and/or legal guardian.

Schools are to immediately direct DCF Child Protective Investigators (CPI), full case managers, foster parents, or anyone wishing to withdraw or transfer a dependent student to the Office of District Operations | Special Programs'Children's Courthouse Education Liaison Office CCELO by calling (305) 679-2800 if they have not presented the school with FM7536 – CCELO Educational Review and School Enrollment Form

#### DCF SUPERVISED (DEPENDENT) STUDENTS – SCHOOL TRANSFERS & ENROLLMENT

If a best interest transfer has been approved by the CCELO, an FM-7536 – CCELO Educational Review and School Enrollment Form will be completed by the CCELO and provided to the DCF CPI or full case manager. In addition, the form will be sent via electronic mail to the current and/or receiving principal that the student is enrolled at or will be enrolled at.

Subsequently, CCELO staff will withdraw the student by entering a "W13" withdrawal code. The DCF CPI, full case manager, foster parent, and /or legal guardian is to present the completed FM-7536- CCELO Educational Review and School Enrollment Form and register the DCF supervised (dependent) student at the receiving school within twenty-four (24) hours.

The individual registering the DCF supervised (dependent) student is not to be directed back to the sending school to withdraw the student. The receiving school's registrar is to submit an Ivanti Service Manager (ISM) request with the attached CCELO approval form (FM-7536) to the Federal and State Compliance Office (FASCO) in order to enroll the DCF supervised (dependent) student.

School-site personnel must ensure that the DCF supervised (dependent) student's

emergency contact information is immediately updated when a change in home placement and/ or legal guardianship has occurred. Individual names must be listed on the data card or sheet.

Any books or other school materials the student has with him/her should be sent back to the sending school via school mail. Schools may not deny the transfer of a student under the supervision of DCF for lost books, materials, or a financial debt. The DCF supervised (dependent) students' parents remain responsible for financial obligations.

#### **DCF SUPERVISED (DEPENDENT) STUDENT – NEW TO MIAMI-DADE COUNTY PUBLIC SCHOOLS**

For new students entering M-DCPS, the registrar of the receiving school will receive a completed FM-7536 – CCELO Educational Review and School Enrollment Form. If the caregiver or case manager does not present a completed FM-7536- CCELO Educational Review and School Enrollment Form at the time of the DCF supervised (dependent) student's enrollment, the registrar should immediately contact the CCELO at (305) 679-2800.

The registration of a student under the supervision of DCF **MUST** be expedited and the lack of documentation such as a copy of the birth certificate, immunization records or previous school records, may not delay the student's enrollment in school.

- The receiving school registrar must assign a student Identification number in DSIS and submit an Ivanti Service Manager (ISM) request with the attached CCELO approval form (FM-7536) to the Federal and State Compliance Office (FASCO) in order to enroll the DCF supervised (dependent) student.
- The school Registrar must contact the Children's Courthouse Education Liaison Office (CCELO) at (305) 679-2800 if additional information or verification of a student legal guardian is needed.

#### **D. NON – M-DCPS STUDENTS – (Location 8013)**

The following procedure is followed to assign identification numbers for non-M-DCPS students that are tested through the psycho-educational evaluation process. When a request for evaluation is completed for non-MDCPS students, a designee at the school site must submit an Ivanti Service Manager (ISM) request to the Federal and State Compliance Office to facilitate the assignment of a student to location 8013 and to process the request for a student identification number, or to have an inactive student reactivated into location 8013 for testing. The student will remain assigned to location 8013 until the student officially registers at a M-DCPS site.

The following student information is required with the ISM request, to process the assignment to location 8013:

- Copy of the birth certificate
- Home Language Survey [FM-5196](#)
- Current address
- Telephone number (if possible)
- Current grade level

## **E. TEENAGE PARENT PROGRAM (TAP) – ENROLLMENT PROCEDURES FOR SCHOOL REGISTRARS**

1. In order for TAP infants to receive childcare services, the registrar must first enter the infant into DSIS and issue that infant a M-DCPS student identification number, if one has not already been assigned. The infant should be entered into school 8016 and the section should be 999. If you are unable to enter an infant, please contact the TAP office. Infants cannot be entered into the DSIS system without the parent first being TAP qualified and Single Parent Coded.
  - Infants whose parent was attending one of the COPE Centers or those re-entering the TAP program should already have M.D.C.P.S. student I.D. numbers. (Please check before issuing a new student I.D. number.) Some infants who have ID#'s assigned from COPE may have had a change of last name, if so, please complete a Heat ticket and attach birth certificate and forward to attendance services. When entering the student and infant into the dropout prevention screen using the Eligibility forms, please complete the three TAP survey questions at the bottom of the TAP screen. Enter the number of children using numbers 1-9.
  - Enter whether the infant weight 5 pounds, using either Y for yes or N for no.
  - Enter the ancillary services the student is eligible to receive, *H= Health care, C= childcare, S= social services and T= transportation*. All four must be listed.

The student's and infant's TAP eligibility codes must be entered into DSIS on the student's Dropout Prevention Screen (PF19).

- Also listed on the Eligibility forms is the single parent coding. This code is entered on the student's MISC Screen (PF20). Single Parent Coded data is collected to benefit the Carl D. Perkins Grant.
2. Once the infant has been registered, the Registrar needs to put the following documents in a labeled folder, inside the mother's official cum. If the student transfers to another school, copies of all TAP information must be forwarded to the new school via the cumulative folder.

### **Documents:**

- Eligibility forms for parent and infant
- Parental Decision Letter
- TAP application

- Infant's Birth certificate
- Language survey form (signed by infant's parent)  
FM 5196 <http://api.dadeschools.net/wmsfiles/61/pdfs/5196.pdf>
- Infant's current blue or white 680 and yellow 3040 H.R.S. forms (originals)
- Temporary Exempt Certificates must have Expiration Dates

**After the student has been entered, check the teen-parent's transportation zone code. If this field has an N for No, please change this field to show a Y for Yes. This is to ensure the teen-parent and infant receive transportation.**

3. The registrar must update the infant's immunization when the teen-parent brings in official documentation that the infant's immunization has been updated. This is very important because if the immunizations expire, the infant will not be allowed to attend the daycare center.
4. If a new daycare is needed, the teen-parent must meet with their school's TAP contact to complete a new application. Each time the teen-parent completes a new TAP application; a copy of that application needs to be placed in the infant's folder and in the parent's cum.
5. *\*\*When an infant has been receiving services but has not been properly registered, the registrar must register the infant as quickly as possible and then contact Attendance Services at (305) 883-5323 so that the entry date can be corrected or backdated.*

# SECTION III: APPENDICES

## APPENDIX 1



### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2022					August 2022					September 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5				1	2
<del>8</del>	5	6	7	8	8	9	10	11	12	<del>8</del>	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	30
October 2022					November 2022					December 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	<del>11</del>	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	19	20	21	22	23
31					28	29	30			<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
January 2023					February 2023					March 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
<del>16</del>	17	18	19	20	13	14	15	16	17	13	14	15	16	17
23	24	25	26	27	<del>20</del>	21	22	23	24	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
30	31				27	28				27	28	29	30	31
April 2023					May 2023					June 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	<del>19</del>	20	21	22	23
					<del>29</del>	30	31			26	27	28	29	30

New Teachers Report  
 Teacher Planning Day  
 District-wide Professional Development Day  
 Legal Holiday (12 month)  
 Recess Day (10 month)

Recess Day  
 Beg/End of Grading Period  
 Legal Holiday  
 Available to opt  
 Teacher Planning Day available to opt

**Days in Grading Period**  
1- 45  
2- 46  
3- 47  
4- 42

For information on employee opt days, please refer to back of calendar.

Available at <http://www.dadeschools.net/calendars/23-24/2023-2024%20Elementary%20and%20Secondary%20Calendar.pdf>

**Miami-Dade County Public Schools  
Federal and State Compliance Office**

**Student Cumulative Record  
Registrar's Checklist**

\_\_\_\_\_ **A. Emergency Student Data Form – [FM-2733](#)**

- Completed by the registering parent

\_\_\_\_\_ **B. Home Language Survey Form – [FM-5196](#)**

- Date of entry into the U.S. School (DEUSS) must be entered.  
*\*\*other translations are available through the Division of Bilingual and World Languages.*

\_\_\_\_\_ **C. Verification of Age and Legal Name –** Authenticate age and legal name of student by affixing birth verification stamp on the copy of one of the **original** documents below:

- \_\_\_\_\_ 1. Duly attested **original** birth certificate; hospital certificate not acceptable
- \_\_\_\_\_ 2. Duly attested Certificate of Baptism with a parent affidavit
- \_\_\_\_\_ 3. Life Insurance policy for the child in effect for two years
- \_\_\_\_\_ 4. Bonafide Bible record with parent affidavit
- \_\_\_\_\_ 5. Complete Verification of Student information on a Passport or Certificate of Arrival Form – [FM-6670](#) – authenticating legal name, date of birth and place of birth.  
**These documents cannot be photocopied.**
- \_\_\_\_\_ 6. Transcript of school records for at least four years prior, stating date of birth
- \_\_\_\_\_ 7. Affidavit of Age sworn by the parent and a Certificate of Age signed by a public health officer – [FM-4681](#)
- \_\_\_\_\_ 8. Verification of Birth Certificate, when an original birth certificate cannot be duplicated – [FM-6982](#).

\_\_\_\_\_ **D. Verification of Custody / Guardianship must be provided if registering parent is not listed on birth certificate.**

\_\_\_\_\_ **E. Verification of Address –** Must provide two of the following:

- \_\_\_\_\_ 1. Broker's or Attorney's statement of parents' purchase of residence, **or** properly executed lease agreement
- \_\_\_\_\_ 2. Current Homestead Exemption Card
- \_\_\_\_\_ 3. Electric deposit receipt or electric bill, showing name and service address
- \_\_\_\_\_ 4. Statement of Bonafide Residence – [FM-7444](#)
- \_\_\_\_\_ 5. Address Verification Agreement – [FM-4686](#)

\_\_\_\_ **F. Disclosure at Time of Registration – [FM-5740](#)**

\_\_\_\_ **G. Health Requirements\***

- \_\_\_\_ 1. State of Florida School Entry Health Exam – [DH-3040](#)  
Health examination performed within one year prior to enrollment;  
Clinical TB screening/results
- \_\_\_\_ 2. Florida Certificate of Immunization – [DH-680](#) -  
from a private doctor or local health provider

**\* If assistance is needed regarding these documents, please call  
Comprehensive Health Services at (305) 995-4111.**

\_\_\_\_ **H. Important Message to Parents**

- Health Requirements for School Entrance

\_\_\_\_ **I. Prior Resident Entry Code**

- \_\_\_\_ 1. County Name
- \_\_\_\_ 2. District Number
- \_\_\_\_ 3. Enrollment Type

\_\_\_\_ **J. Student School Records**

- For grade placement and verification of credits earned
- Interpretation of foreign records available from Federal and State  
Compliance Office

\_\_\_\_ **K. Parent Handbook/Curriculum Bulletin (if applicable)**

\_\_\_\_ **L. School Insurance and Free and Reduced Lunch Applications**

\_\_\_\_ **M. Student Code of Conduct**

\_\_\_\_ **N. Project UP-START, Student Eligibility Questionnaire [FM-7378](#)**

\_\_\_\_ **O. Military Families**

- Yes \_\_\_\_\_ No \_\_\_\_\_

## Miami-Dade County Public Schools Registration Requirements

Miami-Dade County Public Schools is committed to the education of all children. Your child's enrollment in this school is very important. Parents who cannot produce any of these documents, please ask to speak to an administrator.

### I. ENTRIES FROM OUT-OF-COUNTY, STATE, COUNTRY, AND PRIVATE SCHOOLS

#### A. AGE AND LEGAL NAME VERIFICATION – Must provide one of the following:

1. Duly attested original birth certificate, *hospital certificate not acceptable*
2. Duly attested Certificate of Baptism with a parent affidavit
3. Insurance policy on the child's life in force for two years
4. Bonafide religious record with parent affidavit
5. Passport or Certificate of Arrival in the U.S. showing age of child
6. Transcript of school records of at least four years prior, stating date of birth
7. Affidavit of age signed by parent and Certificate of Age signed by public health officer

#### B. VERIFICATION OF PARENTAGE/CUSTODY / GUARDIANSHIP must be provided if registering parent is not identified on a birth certificate.

#### C. VERIFICATION OF ADDRESS – Must provide two of the following:

1. Broker's or Attorney's statement of parents' purchase of residence or properly executed lease agreement.
2. Current Homestead Exemption Card; and
3. Electric deposit receipt or electric bill, showing name and service address.

#### D. HEALTH REQUIREMENTS – Must provide both forms:

1. State of Florida School Entry Health Exam – [DH-3040](#)  
Health examination performed within one year prior to enrollment; Clinical TB screening/results
2. Florida Certificate of Immunization – [DH-680](#)  
from a private doctor, or local health provider


#### E. SCHOOL RECORDS


1. Verification of credits earned for grade placement; and
2. Interpretation of foreign records at no cost available from the Federal & State Compliance Office

### II. TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL

- Registering parent must bring a withdrawal slip from sending school
- Proof of address with name of registering parent.
- Proof of parent / guardian identification.

## EMERGENCY STUDENT DATA FORM AND INSTRUCTIONS FOR COMPLETING





### EMERGENCY STUDENT DATA FORM

School No./Name _____		I.D. No. _____		Grade _____	Section _____
Student's Last Name _____		APP _____	First Name _____	Middle Name _____	
Address _____					
Main contact phone number to be used for emergencies and automated messaging: _____					
Registering Parent/Guardian's Name _____		Relation _____		Place of Employment _____	
Telephone _____		Cellphone _____	Email _____		
Non-Registering Parent/Guardian's Name _____		Relation _____		Place of Employment _____	
Telephone _____		Cellphone _____	Email _____		

Is either parent in the Military? Yes ☐ No ☐ Branch \_\_\_\_\_

Kindergarten Only: Was the child in pre-school or child care? Yes ☐ No ☐

Was the full cost paid by you? Yes ☐ No ☐ What type? Headstart ☐ ESE ☐ Migrant ☐ Other ☐ Unknown ☐

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**EMERGENCY CONTACT INFORMATION:** I authorize the school district to provide or secure any necessary emergency care for my child. It is the parent's legal responsibility to assume medical and transportation expenses for your child. In the event that parents of child cannot be reached, provide contact information below of two persons, by order of priority.

(Name) _____	(Relation to Student) _____	(Address) _____	(Phone at Work) _____
(Name) _____	(Relation to Student) _____	(Address) _____	(Phone at Work) _____
Family Doctor _____	Phone _____	Preference of Hospital _____	Phone _____

Student health/allergy data which should be known in an emergency: \_\_\_\_\_

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**AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL:** Please provide the names of persons authorized or not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section. Any person verified as a parent above and in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated.

Authorized: _____	_____	_____
Authorized: _____	_____	_____
Not authorized: _____	_____	_____
Not authorized: _____	_____	_____

**IT IS THE PARENT'S RESPONSIBILITY** to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.

Date: \_\_\_\_\_ Printed Registering Parent/Guardian's Name \_\_\_\_\_

Registering Parent/Guardian's Signature \_\_\_\_\_

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Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know", available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat. § 837.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 95.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The name of any individual who is authorized or unauthorized by the registering parent to pick up a student from school must be contained on the Emergency Student Data Form for that student to be released to the individual by school staff (See Fla. Stat. 1000.21(5) and Policy 0100 for definitions of "parent"). The school shall abide by the information provided on the Emergency Student Data Form. Any person verified as a parent in the District's Student Information System is presumed to be authorized to pick up the student unless otherwise indicated. The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or parenting matters. Any parent contesting the information provided in the Emergency Student Data Form by another parent may seek assistance from the court governing their parenting matters to compel the registering parent to revise the information. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may also agree to change the registering parent and submit an **Agreement to Change Registering Parent Form (FM-7600)** at any time.

FM-2733E Rev. (07-22)

## INSTRUCTIONS FOR COMPLETING THE EMERGENCY STUDENT DATA FORM

- On the first section of the *Emergency Student Data Form*, please provide the contact information for the parent(s).
- When giving a work number, please provide an extension number. In the event of an emergency, we need to contact the parent as quickly as possible.
- If an e-mail address is available, please make sure to include it on the form.
- When the registering parent provides an emergency contact, please include the name(s) of individuals and telephone numbers other than the ones provided on the first section of the form. If the parent(s) cannot be reached in the event of an emergency, we will call emergency contacts.
- Please make sure that parents who have someone who is NOT authorized to pick up their child, write their name(s) in the section that says **not authorized**.
- Information provided on the Emergency Student Data Form must be accurate and truthful. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Florida Statute Section 837.06, which is punishable as provided in Fla. Sta., §§ 775.083 and 775.084.
- In cases of unmarried, divorced, separated, or other custody disputes, only the registering parent is responsible for completing and/or updating any information on the Emergency Student Data Form.
- The registering parent who completes the Emergency Student Data Form is responsible for providing information that is truthful and accurate – and in the case of unmarried, divorced, or separated parents, consistent with any court order in effect governing their divorce, separation, or custody matters. Any parent contesting the information provided in the Emergency Student Data Form by another parent may seek assistance from the court governing their parenting matters to compel the registering parent to revise the information. School staff shall provide such persons with the website for the Family Court Self-Help Program at <http://www.jud11.flcourts.org/Family-Court-Self-Help-Program>. Parents may also agree to change the registering parent and submit an Agreement to Change Registering Parent Form (FM-7600) ([Appendix 11](#)) at any time.

### 2023-2024 Directory of Bureaus of Vital Statistics by State for Birth Certificates

Birth certificates are to be requested at the Bureau of Vital Statistics appropriate to the state where one is born. The requester must provide specific information at the time of the application, along with any associated fees for processing. Access the links provided for specific information by state or contact their office directly.

STATE	ADDRESS
ALABAMA <a href="http://adph.org/vitalrecords">http://adph.org/vitalrecords</a>	Alabama Vital Records P.O. Box 5625 Montgomery, AL 36103-5625 (334) 206-5418
ALASKA <a href="http://vitalrecords.alaska.gov/dph/bvs/birth/default.htm">http://vitalrecords.alaska.gov/dph/bvs/birth/default.htm</a>	Alaska Vital Records Office P.O. Box 110675 Juneau, AK 99811-0675 (907) 465-3391
AMERICAN SAMOA	American Samoa Government Department of Homeland Security Office of Vital Statistics PO Box 6894 Pago Pago, AS 96799 / (684)633-1405
ARIZONA <a href="http://www.azdhs.gov/vital-records/fees/index.php">http://www.azdhs.gov/vital-records/fees/index.php</a>	Bureau of Vital Records PO Box 6018 Phoenix, AZ 85005 (602) 364-1300
ARKANSAS <a href="http://www.healthy.arkansas.gov/programs-services/program/certificates-and-records">http://www.healthy.arkansas.gov/programs-services/program/certificates-and-records</a>	Arkansas Department of Health Vital Records, Slot 44 4815 West Markham Street Little Rock, AR 72205 (800) 637-9314
CALIFORNIA <a href="https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx">https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx</a>	California Department of Public Health Vital Records – MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410 (916) 445-2684
CANAL ZONE	Vital Records Branch Passport Services 1111 19 <sup>th</sup> Street NW, Suite 510 Washington, DC, CZ 20036 / (202) 955-0307
COLORADO <a href="https://www.colorado.gov/pacific/cdphe/categories/services-and-information">https://www.colorado.gov/pacific/cdphe/categories/services-and-information</a>	Colorado Department of Public Health and Environment Vital Records Section 4300 Cherry Creek Drive South Denver, CO 80246 (303) 692-2200

<p>CONNECTICUT</p> <p><a href="https://portal.ct.gov/DPH/Health-Information-Systems--Reporting/Vitalrecs/State-Vital-Records-Office---Birth-Certificates">https://portal.ct.gov/DPH/Health-Information-Systems--Reporting/Vitalrecs/State-Vital-Records-Office---Birth-Certificates</a></p>	<p>State of Connecticut Department of Public Health Vital Records Section, Customer Services 410 Capitol Avenue, MS#11VRS P.O. Box 340308 Hartford, CT 06134-0308 (860) 509-7700</p>
<p>DELAWARE</p> <p><a href="http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html">http://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html</a></p>	<p>Delaware Health and Social Services Office of Vital Statistics Jesse S. Cooper Bldg. 417 Federal Street Dover, DE 19901 (302) 744-4549</p>
<p>DISTRICT OF COLUMBIA</p> <p><a href="http://doh.dc.gov/service/birth-certificates">http://doh.dc.gov/service/birth-certificates</a></p>	<p>Department of Health Vital Records Division 899 North Capitol Street, NE, 1<sup>st</sup> Floor Washington, DC 20002 (202) 442-9303</p>
<p>FLORIDA</p> <p><a href="http://www.floridahealth.gov/certificates/certificates/birth/index.html">http://www.floridahealth.gov/certificates/certificates/birth/index.html</a></p>	<p>Department of Health Office of Vital Statistics Attn: Vital Records Section P.O. Box 210 Jacksonville, FL 32231-0042 (904) 359-6900</p>
<p>MIAMI-DADE COUNTY</p> <p><a href="http://miamidade.floridahealth.gov/certificates/birth/index.html">http://miamidade.floridahealth.gov/certificates/birth/index.html</a></p>	<p><b>Mail Request/Walk-in Service</b> 1350 N.W. 14 Street, Room 3 Miami, FL 33125 (305)575-5030 <b>Walk-in Service (only)</b> 18680 N.W. 67 Avenue Hialeah, FL 33015 (305) 628-7227 <b>Walk-in Service (only)</b> 18255 Homestead Avenue, Room 113 West Perrine, FL 33157 (305) 278-1046</p>
<p>GEORGIA</p> <p><a href="http://dph.georgia.gov/VitalRecords">http://dph.georgia.gov/VitalRecords</a></p>	<p>State Office of Vital Records 1680 Phoenix Blvd., Suite 100 Atlanta, GA 30349 (404) 679-4702</p>
<p>GUAM</p> <p><a href="http://www.dphss.guam.gov/content/office-vital-statistics">http://www.dphss.guam.gov/content/office-vital-statistics</a></p>	<p>Office of Vital Statistics 123 Chalan Kareta Mangilao, GU 96913 (671) 735-7263</p>

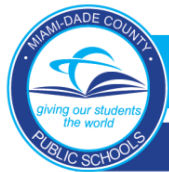
<p>HAWAII</p> <p><a href="http://hawaii.gov/health/vital-records/vital-records/index.html">http://hawaii.gov/health/vital-records/vital-records/index.html</a></p>	<p>State Department of Health Office of Health Status Monitoring Issuance/Vital Statistics Section PO Box 3378 Honolulu, HI 96801 (808) 586-4539</p>
<p>IDAHO</p> <p><a href="http://www.vitalrecords.dhw.idaho.gov">http://www.vitalrecords.dhw.idaho.gov</a></p>	<p>Idaho Vital Records P.O. Box 83720 Boise, ID 83720-0036 (208) 334-5988</p>
<p>ILLINOIS</p> <p><a href="http://www.idph.state.il.us/vitalrecords/births/Pages/default.htm">http://www.idph.state.il.us/vitalrecords/births/Pages/default.htm</a></p>	<p>Illinois Department of Public Health Division of Vital Records 925 E. Ridgley Avenue Springfield, IL 62702-2737 (217) 782-6554</p>
<p>INDIANA</p> <p><a href="https://www.in.gov/isdh/26754.htm">https://www.in.gov/isdh/26754.htm</a></p>	<p>Indiana State Department of Health Vital Records 2 North Meridian Street Indianapolis, IN 46206 (317) 233-2700</p>
<p>IOWA</p> <p><a href="http://www.idph.iowa.gov/health-statistics/request-record">http://www.idph.iowa.gov/health-statistics/request-record</a></p>	<p>Iowa Department of Public Health Bureau of Health Statistics Lucas State Office Building, 1<sup>st</sup> Floor 321 E. 12<sup>th</sup> Street Des Moines, IA 50319-0075 (515) 281-7689</p>
<p>KANSAS</p> <p><a href="http://www.kdheks.gov/vital/">http://www.kdheks.gov/vital/</a></p>	<p>Kansas Office of Vital Statistics 1000 SW Jackson, Suite 120 Topeka, KS 66612-2221 (785) 296-1400</p>
<p>KENTUCKY</p> <p><a href="https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/birth-">https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/birth-</a></p>	<p>Office of Vital Statistics 275 E Main Street 1E-A Frankfort, KY 40621 (502) 564-4212</p>
<p>LOUISIANA</p> <p><a href="http://ldh.la.gov/index.cfm/page/635">http://ldh.la.gov/index.cfm/page/635</a></p>	<p>Bureau of Vital Records and Statistics P.O. Box 60630 New Orleans, LA 70160 (504) 593-5100</p>
<p>MAINE</p> <p><a href="http://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/">http://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/</a></p>	<p>Maine Center for Disease Control and Prevention (Maine CDC) 220 Capitol Street 11 State House Station Augusta, ME 04333-0011 (207) 287-1093</p>
<p>MARYLAND</p> <p><a href="http://dhmh.maryland.gov/vsa/Pages/home.aspx">http://dhmh.maryland.gov/vsa/Pages/home.aspx</a></p>	<p>Division of Vital Records P.O. Box 68760 Baltimore, MD 21215-0036 (410) 764-3038 or (800) 832-3277</p>

<p>MASSACHUSETTS</p> <p><a href="https://www.mass.gov/ordering-a-birth-marriage-or-death-certificate">https://www.mass.gov/ordering-a-birth-marriage-or-death-certificate</a></p>	<p>Registry of Vital Records and Statistics 150 Mount Vernon Street, 1st Floor Dorchester, MA02125 (617) 740-2600</p>
<p>MICHIGAN</p> <p><a href="http://www.michigan.gov/mdch/">http://www.michigan.gov/mdch/</a></p>	<p>Vital Records Requests PO Box 30721 Lansing, MI 48909 (517) 335-8666</p>
<p>MINNESOTA</p> <p><a href="http://www.health.state.mn.us/divs/chs/osr/birth.html">http://www.health.state.mn.us/divs/chs/osr/birth.html</a></p>	<p>Minnesota Department of Health Central Cashiering-Vital Records P.O. Box 64499 St. Paul, MN 55164-0499 (651) 201-5970</p>
<p>MISSISSIPPI</p> <p><a href="https://msdh.ms.gov/msdhsite/_static/31,0,344.html">https://msdh.ms.gov/msdhsite/_static/31,0,344.html</a></p>	<p>Mississippi Vital Records P.O. Box 1700 Jackson, MS 39215-1700 (601) 206-8200</p>
<p>MISSOURI</p> <p><a href="http://health.mo.gov/data/vitalrecords/index.php">http://health.mo.gov/data/vitalrecords/index.php</a></p>	<p>Missouri Department of Health and Senior Services Bureau of Vital Records P.O. Box 570 Jefferson City, MO 65102-0570 (573) 751-6387</p>
<p>MONTANA</p> <p><a href="http://dphhs.mt.gov/vitalrecords">http://dphhs.mt.gov/vitalrecords</a></p>	<p>Montana Vital Records 111 North Sanders, Room 6 PO Box 4210 Helena, MT 59604-4210 (406) 444-2685</p>
<p>NEBRASKA</p> <p><a href="http://dhhs.ne.gov/Pages/contact.aspx">http://dhhs.ne.gov/Pages/contact.aspx</a></p>	<p>Vital Records PO Box 95065 Lincoln, NE 68509-5065 (402) 471-2871</p>
<p>NEVADA</p> <p><a href="http://dpbh.nv.gov/Programs/BirthDeath/Birth_and_Death_Vital_Records_-_Home/">http://dpbh.nv.gov/Programs/BirthDeath/Birth_and_Death_Vital_Records_-_Home/</a></p>	<p>Office of Vital Records 4150 Technology Way, Suite 104 Carson City, NV 89706</p>
<p>NEW HAMPSHIRE</p> <p><a href="http://sos.nh.gov/vital_records.aspx">http://sos.nh.gov/vital_records.aspx</a></p>	<p>NH Department of State Division of Vital Records Administration Registration/Certification 9 Ratification Way Concord, NH 03301-2455 / (603) 271-4650(603) 271-46504650</p>

<p>NEW JERSEY</p> <p><a href="http://www.state.nj.us/health/vital/index.shtml">http://www.state.nj.us/health/vital/index.shtml</a></p>	<p>New Jersey Department of Health Office of Vital Statistics and Registry P.O. Box 370 Trenton, NJ 08625-0370 (866) 649-8726, Ext. 505 or 500</p>
<p>NEW MEXICO</p> <p><a href="http://vitalrecordsnm.org/">http://vitalrecordsnm.org/</a></p>	<p>New Mexico Department of Health Bureau of Vital Records and Health Statistics PO Box 25767 Albuquerque, NM 87125 (505) 827-0121 or (866) 534-0051</p>
<p>NEW YORK</p> <p><a href="http://www.health.state.ny.us/vital_records/">http://www.health.state.ny.us/vital_records/</a></p>	<p>New York State Department of Health Vital Records Section/Certification Unit P.O. Box 2602 Albany, NY 12220-2602 (855) 322-1022</p>
<p>NEW YORK CITY-only</p> <p><a href="https://www1.nyc.gov/site/doh/services/birth-certificates.page">https://www1.nyc.gov/site/doh/services/birth-certificates.page</a></p>	<p>NYC Department of Health and Mental Hygiene Office of Vital Records 125 Worth Street, CN-4, Room 133 New York, NY 10013-</p>
<p>NORTH CAROLINA</p> <p><a href="https://vitalrecords.nc.gov/order.htm">https://vitalrecords.nc.gov/order.htm</a></p>	<p>North Carolina Vital Records 1903 Mail Service Center Raleigh, NC 27699-1900 (919) 733-3000</p>
<p>NORTH DAKOTA</p> <p><a href="http://www.ndhealth.gov/vital/">http://www.ndhealth.gov/vital/</a></p>	<p>Vital Records 600 East Boulevard Ave - Dept. 301 Bismarck, ND 58505-0200 (701) 328-2360</p>
<p>NORTHERN MARIANA ISLANDS</p>	<p>Vital Statistics Office Division of Public Health P.O. Box 500409 Saipan, MP 96950 (670) 236-8717</p>
<p>OHIO</p> <p><a href="http://www.odh.ohio.gov/vs">www.odh.ohio.gov/vs</a></p>	<p>Ohio Department of Health Vital Statistics P.O. Box 15098 Columbus, OH 43215-0098 (614) 466-2531</p>
<p>OKLAHOMA</p> <p><a href="http://www.ok.gov/health/Birth_and_Death_Certificates/index.html">http://www.ok.gov/health/Birth_and_Death_Certificates/index.html</a></p>	<p>Vital Records Oklahoma State Department of Health PO Box 53551 Oklahoma City, OK 73152-3551 (405) 271-4040</p>

<p>OREGON</p> <p><a href="https://www.oregon.gov/oha/ph/birthdeathcertificates/getvitalrecords/pages/index.aspx">https://www.oregon.gov/oha/ph/birthdeathcertificates/getvitalrecords/pages/index.aspx</a></p>	<p>Oregon Vital Records PO Box 14050 Portland, OR 97293-0050 (971) 673-1190</p>
<p>PENNSYLVANIA</p> <p><a href="http://www.health.state.pa.us/vitalrecords">http://www.health.state.pa.us/vitalrecords</a></p>	<p>Department of Health Division of Vital Records PO Box 1528 New Castle, PA 16103 (844) 228-3516</p>
<p>PUERTO RICO</p>	<p>Department of Health Demographic Registry P.O. Box 11854 Fernandez Juncos Station San Juan, PR</p>
<p>RHODE ISLAND</p> <p><a href="http://www.health.ri.gov/records/">http://www.health.ri.gov/records/</a></p>	<p>Rhode Island Department of Health Office of Vital Records 3 Capitol Hill, Rm 101 Providence, RI 02908 (401) 222-2811</p>
<p>SOUTH CAROLINA</p> <p><a href="http://www.scdhec.gov/VitalRecords/BirthCertificates/">http://www.scdhec.gov/VitalRecords/BirthCertificates/</a></p>	<p>SC DHEC - Vital Records 2600 Bull Street Columbia, SC 29201 (803) 898-3630</p>
<p>SOUTH DAKOTA</p> <p><a href="http://doh.sd.gov/records/">http://doh.sd.gov/records/</a></p>	<p>Vital Records 207 East Missouri Avenue, Suite 1A Pierre, SD 57501 (605) 773-4961</p>
<p>TENNESSEE</p> <p><a href="https://www.tn.gov/health/search-results.html?q=Birth+Certificates">https://www.tn.gov/health/search-results.html?q=Birth+Certificates</a></p>	<p>Tennessee Vital Records Andrew Johnson Tower, 1<sup>st</sup> Floor 710 James Robertson Parkway Nashville, TN 37243</p>
<p>TEXAS</p> <p><a href="http://www.dshs.state.tx.us/vs/default.shtm">http://www.dshs.state.tx.us/vs/default.shtm</a></p>	<p>DSHS-VSS P.O. Box 12040 Austin, TX 78711-2040 (888) 963-7111</p>

<p>UTAH</p> <p><a href="http://www.utahcounty.gov/Dept2/Health/VitalRecords/requests.asp">http://www.utahcounty.gov/Dept2/Health/VitalRecords/requests.asp</a></p>	<p>Utah County Health Department Vital Records 151 South University Avenue, Suite 1100 Provo, UT 84601 (801) 851-7005</p>
<p>VERMONT</p> <p><a href="http://healthvermont.gov/research/records/vital_records.aspx#overview">http://healthvermont.gov/research/records/vital_records.aspx#overview</a></p>	<p>Vermont Department of Health Vital Records Office P.O. Box 70 Burlington, VT 05402 (802) 863-7275 or (800) 439- 5008</p>
<p>VIRGINIA</p> <p><a href="http://www.vdh.virginia.gov/vital-records/">http://www.vdh.virginia.gov/vital-records/</a></p>	<p>Division of Vital Records P.O. Box 1000 Richmond, VA 23218-1000 (804) 662-6200</p>
<p>VIRGIN ISLANDS (U.S.) (MAIL)</p>	<p>Department of Health Vital Statistics Knud Hansen Complex St. Thomas, VI 00802 (340) 774-9000 Ext. 4685 or 4686</p>
<p>ST. CROIX (MAIL)</p>	<p>Department of Health Vital Statistics Charles Harwood Memorial Hospital St. Croix, VI 00820 (340) 774-9000 Ext. 4685 or 4686</p>
<p>WASHINGTON</p> <p><a href="http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce">http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce</a></p>	<p>Department of Health P.O. Box 9709 Olympia, WA 98507-9709 (360) 236-4300</p>
<p>WEST VIRGINIA</p> <p><a href="http://www.wvdhhr.org/bph/hsc/vital/birthcert.asp">http://www.wvdhhr.org/bph/hsc/vital/birthcert.asp</a></p>	<p>Vital Registration Room 165 350 Capitol Street Charleston, WV 25301-3701 (304) 558-2931</p>
<p>WISCONSIN</p> <p><a href="http://dhs.wisconsin.gov/vitalrecords/index.htm">http://dhs.wisconsin.gov/vitalrecords/index.htm</a></p>	<p>State Vital Records Office PO Box 309 Madison, WI 53701-0309 (608) 266-1373</p>

**Superintendent of Schools***Dr. Jose L. Dotres***Administrative Director***Reva A. Vangates***Miami-Dade County School Board***Perla Tabares Hantman, Chair**Dr. Steve Gallon III, Vice Chair**Lucia Baez-Geller**Dr. Dorothy Bendross-Mindingall**Christi Fraga**Dr. Lubby Navarro**Dr. Marta Pérez**Mari Tere Rojas**Luisa Santos*

**IMPORTANT  
MESSAGE TO PARENTS  
HEALTH REQUIREMENTS FOR SCHOOL ENTRANCE 2023-2024**

Florida law requires that your child presents immunization documentation prior to admittance or attendance in a Florida school for the first time. This applies to **ALL** new students in Pre-Kindergarten through the 12<sup>th</sup> grade, and all returning students missing a school-age vaccine. You must present a Florida Certificate of Immunization-DH-680 form, or DH-681-Religious Exemption when registering your child/children for school.

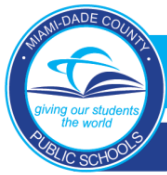
**PLEASE NOTE:** For the 2023-2024 school year, parents **MUST** provide documentation of the following:

- Four or five doses of diphtheria-tetanus-pertussis (DTap) vaccine for students in kindergarten through twelfth grade. The fifth dose of DTap vaccine is not necessary if the fourth dose was administered at age 4 years or older.
- Three doses of hepatitis B (Hep B) vaccine for students in kindergarten through twelfth grade.
- Three, four or five doses of polio (IPV) vaccine for students in kindergarten through twelfth grade. If four or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous one.
- Two doses of measles-mumps-rubella (MMR) vaccine for students in kindergarten through twelfth grade.
- Two doses of varicella (chicken pox) vaccine for students in kindergarten through twelfth grade. Varicella (chicken pox) vaccine is not required if the child has a documented history of the varicella (chicken pox) disease.
- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine is required for **ALL** students entering, attending, or transferring into **seventh (7<sup>th</sup>)** grade.

The “Florida Plan for School Health Services” requires all students (PK-12) must submit documentation of a student health examination performed within the 12 months prior to the initial entry into a Florida school. A student health examination, including proof of a Tuberculosis Clinical Screening and appropriate follow-up, if necessary, **MUST** be completed and signed by a medical provider and presented to the school at the time of registration. The school entry health exam should be completed on the Student Entry Health Exam DH-3040 form. When using the Student Entry Health Exam DH-3040 form, parents must complete page one (1). A medical provider may use their own document when completing the school entry health examination. The document must be signed and dated by the medical provider.

Parents should consult with their private medical provider for the above requirements before registering your child for school. If you do not have a private medical provider, parents can contact “The Children’s Trust” Helpline at 211 to obtain a list of medical facilities that will provide healthcare services including immunizations for **FREE** or at a reduced price. The Florida Department of Health in Miami-Dade County Special Immunization Unit will provide **FREE** school age vaccines. Parents can 786-845-0550 to schedule an appointment.

We remind parents of the importance of vaccinating their child/children against the influenza and COVID-19 if they meet the age-requirement.

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La ley de Florida requiere que su hijo presente documentación Immunization antes de la admisión o asistencia a una escuela de Florida por primera vez. Esto se aplica a **TODOS** los estudiantes nuevos en Pre-Kindergarten hasta el grado 12, y a todos los estudiantes **que regresan** que carecen de una vacuna en edad escolar. Debe presentar un formulario de Certificado de Inmunización de Florida-DH-680, o DH-681-Exención Religiosa al registrar a su hijo / hijos para la escuela.

**TENGA EN CUENTA:** Para el año escolar 2023-2024, los padres **DEBEN** proporcionar documentación de lo siguiente:

- Cuatro o cinco dosis de la vacuna contra la difteria, el tétanos y la tos ferina (DTap) para estudiantes de kindergarten a duodécimo grado. La quinta dosis de la vacuna DTap no es necesaria si la cuarta dosis se administró a la edad de 4 años o más.
- Tres dosis de la vacuna contra la hepatitis B (Hepatitis B) para estudiantes de kindergarten a duodécimo grado.
- Tres, cuatro o cinco dosis de la vacuna contra la poliomielitis (IPV) para estudiantes de kindergarten a duodécimo grado. Si se administran cuatro o más dosis antes de los 4 años de edad, se debe administrar una dosis adicional a la edad de 4 a 6 años y al menos seis meses después de la dosis anterior. Una cuarta dosis no es necesaria si la tercera dosis se administró a la edad de 4 años o más y al menos seis meses después de la anterior.
- Dos dosis de la vacuna contra el sarampión, las paperas y la rubéola (MMR) para estudiantes de kindergarten a duodécimo grado.
- Dos dosis de la vacuna contra la varicela (varicela) para estudiantes de kindergarten a duodécimo grado. La vacuna contra la varicela (varicela) no es necesaria si el niño tiene antecedentes documentados de la enfermedad de la varicela.
- Se requiere una dosis de la vacuna contra el tétanos, la difteria y la tos ferina (Tdap) para **TODOS** los estudiantes que ingresan, asisten o se transfieren al **séptimo (7º)** grado.

El "Plan de Florida para Servicios de Salud Escolar" requiere que todos los estudiantes (PK-12) presenten documentación de un examen de salud estudiantil realizado dentro de los 12 meses anteriores a la entrada inicial a una escuela de Florida. Un examen de salud del estudiante, que incluya una prueba de una evaluación clínica de tuberculosis y un seguimiento apropiado, si es necesario, **DEBE** ser completado y firmado por un proveedor médico y presentado a la escuela en el momento de la inscripción. El examen de salud de ingreso a la escuela debe completarse en el formulario DH-3040 del Examen de salud de ingreso al estudiante. Al usar el formulario DH-3040 del Examen de Salud de Ingreso al Estudiante, los padres deben completar la página uno (1). Un proveedor médico puede usar su propio documento al completar el examen de salud de ingreso a la escuela. El documento debe estar firmado y fechado por el proveedor médico.

Los padres deben consultar con su proveedor médico privado para los requisitos anteriores antes de inscribir a su hijo en la escuela. Si no tiene un proveedor médico privado, los padres pueden comunicarse con la línea de ayuda "The Children's Trust" al 211 para obtener una lista de las instalaciones médicas que proporcionarán servicios de atención médica, incluidas las vacunas, GRATIS o a un precio reducido. La Unidad Especial de Inmunización del Departamento de Salud de Florida en el condado de Miami-Dade proporcionará vacunas GRATUITAS en edad escolar. Los padres pueden llamar al 786-845-0550 para programar una cita.

Recordamos a los padres la importancia de vacunar a sus hijos contra la influenza y el COVID-19 si cumplen con el requisito de edad.

**Superintendent of Schools***Dr. Jose L. Dotres***Administrative Director***Reva A. Vangates***Miami-Dade County School Board***Perla Tabares Hantman, Chair**Dr. Steve Gallon III, Vice Chair**Lucia Baez-Geller**Dr. Dorothy Bendross-Mindingall**Christi Fraga**Dr. Lubby Navarro**Dr. Marta Pérez**Mari Tere Rojas**Luisa Santos***ENPÒTAN****MESAJ BAY PARAN YO****KONDISYON SANTE POU ANTRE LEKÒL 2023-2024**

Lwa nan Florid egzije pitit ou a prezante dokimantasyon iminizatio anvan li admèt oswa prezans nan yon lekòl Florida pou premye fwa. Sa a aplikab pou TOUT nouvo elèv nan Pre-jadendanfan rive nan klas 12yèmene, epi tout elèv ki retounen ki manke vaksen pou laj lekòl. Ou dwe prezante yon Sètifika Florida pou Fòm Vaksinasyon-DH-680, oswa Egzanpsyon DH-681-Relijye lè w ap enskri pitit ou/ timoun ou an pou lekòl.

**TANPRI SONJE:** Pou ane lekòl 2023-2024 a, paran yo dwe bay dokiman sa yo:

- Kat oswa senk dòz vaksen difteri-tetanòs (DTap) vaksen foelèv nan jadendanfan jiska douzyèm ane. Senkyèm dòz vaksen DTap la pa nesèsè si katriyèm dòz la te administre nan laj 4 an oswa plis.
- Twa dòz vaksen kont epatit B (Hep B) vaksen pou elèv kindergarten rive nan douzyèm ane.
- Twa, kat ou senk dòz vaksen polyo (IPV) pou elèv kindergarten jiska douzyèm ane. Si yo administre kat dòz oubyen plis dòz anvan laj 4 lane, yo dwe administre yon lòt dòz anplis nan laj 4 rive 6 lane, epi omwen sis mwa apre dòz anvan an. Yon katriyèm dòz pa nesèsè si twazyèm dòz la te administre nan laj 4 ane oswa plis epi omwen sis mwa apre yon sèl anvan an.
- De dòz vaksen kont lawoujòl(MMR), pran de dòz vaksen kont lawoujòl pou elèv kindergarten jiska douzyèm ane.
- De dòz vaksen (saranpyon) vaksen pou elèv kindergarten jiska douzyèm ane. Nou pa obligatwa poul vaksen an si timoun nan gen yon istwa dokimante sou varyòl la (saranpyon) maladi.
- Yon dòz vaksen tetanòs(Tdap) obligatwa pou TOUT elèv k ap antre nan laj, ale nan setyèm ane(7yèm ane).

"Plan Florida pou Sèvis Sante Lekòl yo" egzije tout elèv (PK-12) dwe soumèt dokimantasyon yon egzamen sante elèv ki fèt nan 12 mwa anvan yo antre nan premye antre nan yon lekòl Florid. Yon egzamen sante elèv, ki gen ladan prèv yon tès depistaj nan klinik tibèkiloz ak swivi ki apwopriye, si sa nesèsè, dwe ranpli epi siyen pa yon founisè medikal ak prezante nan lekòl la nan moman enskripsyon an. Egzamen sante lekòl la dwe ranpli sou fòm DH-3040. Lè w ap itilize fòm Egzamen DH-3040 la, paran yo dwe ranpli paj youn (1). Yon founisè medikal ka itilize pwòp dokiman pa yo lè w ap ranpli egzamen sante lekòl la. Yo dwe siyen dokiman an epi date pa founisè medikal la.

Paran yo dwe konsilte founisè medikal prive yo pou kondisyon ki anwo yo anvan yo enskri pitit ou a pou lekòl. Si ou pa gen yon founisè medikal prive, paran yo ka kontakte Liy Èd pou Timoun yo nan 211 pou jwenn yon lis enstalasyon medikal ki pral bay sèvis swen sante ki gen ladan vaksinasyon pou GRATIS oswa nan yon pri redwi. Depatman Sante Florid nan Inite Vaksinasyon Espesyal Miami-Dade County pral bay vaksen GRATIS. Paran yo ka pran 786-845-0550 pou pran yon randevou.

Nou fè paran yo sonje enpòtans pou vaksinen pitit yo / timoun yo kont grip ak COVID-19 mwenf satisfè kondisyon laj la.

## RULES OF THE STATE BOARD OF EDUCATION OF FLORIDA

## Out-of-State Transfer Students

**6A-1.0985 Entry into Kindergarten and First Grade by Out-of-State Transfer Students.**

(1) Any student who transfers from an out-of-state public school and who does not meet regular age requirements for admission to Florida public schools shall be admitted upon presentation of the data required in subsection (3).

(2) Any student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under rules of the school board. Prior to admission, the parent must also provide the data required in subsection (3).

(3) In order to be admitted to Florida schools, such a student transferring from an out-of-state school must provide the following data:

- (a) Official documentation that the parent(s) was a legal resident(s) of the state in which the child was previously enrolled in school;
- (b) An official letter or transcript from proper school authority which shows record of attendance, academic information, and grade placement of the student;
- (c) Evidence of immunization against communicable diseases as required in Section 1003.22, Florida Statutes;
- (d) Evidence of date of birth in accordance with Section 1003.21, Florida Statutes; and
- (e) Evidence of a medical examination completed within the last twelve (12) months in accordance with Section 1003.21, Florida Statutes.

*Specific Authority 1001.02(1) FS. Law Implemented 1003.21(2) FS. History—New 7-29-82, Formerly 6A-1.985.*

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
LEGAL MINIMUM PUBLIC SCHOOL ENTRY  
AGES BY STATE AND TERRITORY**

**APPENDIX 8**

The legal public school entry ages listed below were provided to the Florida Department of Education by each state or territory. These dates should be used in accepting transfer students from out-of-state into Florida public schools according to Rule 6A-1.985. (Red indicates changes from prior year.)

STATE OR TERRITORY	KINDERGARTEN AGE	DATE	FIRST GRADE AGE	DATE
ALABAMA	5	on or before 09/01	6	on or before 09/01
ALASKA	5	on or before 09/01	6	on or before 09/01
ARIZONA	5	on or before 09/01	6	on or before 09/01
ARKANSAS	5	on or before 08/01	6	on or before 08/01; K is mandatory
CALIFORNIA	5	on or before 09/01	6	on or before 09/01
CANADA (ONTARIO)	5	on or before 09/01	6	on or before 09/01
COLORADO	5	on or before 09/30	6	on or before 09/30
CONNECTICUT	5	on or before 01/01	6	on or before 01/01; K is mandatory
DELAWARE	5	on or before 08/31	6	on or before 08/31; K is mandatory
DISTRICT OF COLOMBIA	5	on or before 9/30	6	on or before 9/30; K is required
FLORIDA	5	on or before 09/01	6	on or before 09/01
GEORGIA	5	on or before 09/01	6	on or before 09/01
GUAM	5	on or before 07/31	6	on or before 07/31
HAWAII	5	on or before 07/31	6	on or before 07/31; K is mandatory
IDAHO	5	on or before 09/01	6	on or before 09/01
ILLINOIS	5	on or before 09/01	6	on or before 09/01
INDIANA	5	on or before 08/01	6	on or before 08/01
IOWA	5	on or before 09/15	6	on or before 09/15
KANSAS	5	on or before 08/31	6	on or before 08/31
KENTUCKY	5	on or before 08/01	6	on or before 08/01
LOUISIANA	5	on or before 09/30	6	on or before 09/30; K is mandatory
MAINE	5	on or before 10/15	6	on or before 10/15
MARYLAND	5	on or before 09/01	6	on or before 09/01; K is Mandatory
MASSACHUSETTS	5	on or before 08/31	6	by 12/01-Local eligible for 1 <sup>st</sup> grade if 6 yrs. old between 09/01-12/01
MICHIGAN	5	on or before 09/01	6	on or before 09/01
MINNESOTA	5	on or before 09/01	6	on or before 09/01
MISSISSIPPI	5	on or before 09/01	6	on or before 09/01
MISSOURI	5	by 08/01	6	by 08/01
MONTANA	5	on or before 09/10	6	on or before 09/10
NEBRASKA	5	on or before 07/31	6	on or before 07/31
NEVADA	5	on or before 09/30	6	on or before 09/30; K is mandatory
NEW HAMPSHIRE	5	on or before 10/01	6	on or before 10/01
NEW JERSEY	5	by 10/01	6	by 10/01
NEW MEXICO	5	by 09/01	6	by 09/01

<b>NEW YORK</b>	5	on or before 12/01	6	on or before 12/01
<b>NORTH CAROLINA</b>	5	on or before 8/31	6	on or before 8/31
<b>NORTH DAKOTA</b>	5	on or before 08/01	6	on or before 8/01
<b>OHIO</b>	5	on or before 09/30; K is mandatory	6	on or before 09/30 and completed K
<b>OKLAHOMA</b>	5	on or before 09/01	6	on or before 09/01; K is mandatory
<b>OREGON</b>	5	on or before 09/01	6	on or before 09/01
<b>PENNSYLVANIA</b>	5	on or before 09/01	6	on or before 09/01
<b>PUERTO RICO</b>	5	by 08/31	6	by 08/31
<b>RHODE ISLAND</b>	5	on or before 09/01	6	on or before 09/01
<b>SOUTH CAROLINA</b>	5	on or before 09/01	6	on or before 09/01
<b>SOUTH DAKOTA</b>	5	on or before 09/01	6	on or before 09/01
<b>ST. KITTS &amp; NEVIS</b>	5	09/01; Compulsory age	6	09/01; Automatic transfer from K
<b>TENNESSEE</b>	5	on or before 08/15	6	on or before 08/15; K is required
<b>TEXAS</b>	5	on or before 09/01	6	on or before 09/01
<b>UTAH</b>	5	on or before 09/02	6	on or before 09/02
<b>VERMONT</b>	5	on or before 01/01	6	on or before 01/01
<b>VIRGINIA</b>	5	on or before 09/30	6	on or before 09/30; K is mandatory
<b>VIRGIN ISLANDS</b>	5	on or before 12/31	6	on or before 12/31; Promotion from K
<b>WASHINGTON</b>	5	on or before 08/31	6	on or before 08/31
<b>WEST VIRGINIA</b>	5	on or before 07/01	6	on or before 07/01
<b>WISCONSIN</b>	5	on or before 09/01; Local boards may grant early admission	6	on or before 09/01 compulsory school age
<b>WYOMING</b>	5	on or before 09/15	6	on or before 09/15
<b>DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS</b>	5	on or before 09/01	6	on or before 09/01

**Federal and State Compliance Office  
MIAMI-DADE COUNTY PUBLIC SCHOOLS**

## Educational Review and School Enrollment Form

STUDENT NAME: (LAST) (FIRST) (M.I.)		STUDENT ID:	GRADE:	DOB:	DIVISION/JUDGE:
SAMPLE STUDENT					
SUPERVISING AGENCY: <input type="checkbox"/> CFCE <input type="checkbox"/> CHS <input type="checkbox"/> FRC <input type="checkbox"/> WESLEY HOUSE <input type="checkbox"/> CHILDNET <input type="checkbox"/> CFCN IL/TYS <input type="checkbox"/> OTHER: _____					
ADDRESS/CONTACT/GUARDIANSHIP CHANGES ONLY <input type="checkbox"/> YES: COMPLETE SECTION I BELOW <input type="checkbox"/> NO: MUST COMPLETE ALL SECTIONS					
<b>SECTION I – MIAMI-DADE COUNTY ADDRESS/CONTACT INFORMATION AND/OR GUARDIANSHIP CHANGES ONLY</b>					
CASE MANAGER MUST UPDATE STUDENT CONTACT CARD AT THE SCHOOL-SITE					
NEW ADDRESS			Legal Guardian's Name		
			Contact Information		
<input type="checkbox"/> LICENSED FOSTER PARENT			<input type="checkbox"/> MOTHER		
<input type="checkbox"/> RELATIVE			<input type="checkbox"/> FATHER		
<input type="checkbox"/> THERAPEUTIC/MEDICAL HOME PARENT			<input type="checkbox"/> NON-RELATIVE CAREGIVER		
			<input type="checkbox"/> GROUP HOME/HOUSE PARENT		
			<input type="checkbox"/> IL/(SELF) (OVER 18 YEARS OLD)		
MOTHER'S RIGHTS TERMINATED <input type="checkbox"/> YES <input type="checkbox"/> NO			IS THERE A COURT ORDER PROHIBITING/LIMITING PARENT OR OTHER INDIVIDUAL FROM CONTACT WITH STUDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
FATHER'S RIGHTS TERMINATED <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, CASE MANAGER MUST PROVIDE COURT ORDER AT THE SCHOOL		
	NAME	PHONE NUMBER	EMAIL ADDRESS:		
PRIMARY CASE MANAGER					
COURTESY CASE MANAGER					
SUPERVISOR:					
GUARDIAN AD-LITEM (IF APPLICABLE)					
SURROGATE (IF APPLICABLE)					
<b>SECTION II – EDUCATIONAL/SCHOOL PLACEMENT CHANGE</b>					
<input type="checkbox"/> NEW M-DCPS STUDENT - FL ID (IF AVAILABLE): _____ <input type="checkbox"/> RE-ENTERING FROM OUT OF COUNTY/STATE <input type="checkbox"/> M-DCPS SCHOOL RE-ENTRY					
ESE SERVICES: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PRIMARY EXCEPTIONALITY: _____ 504 Plan: <input type="checkbox"/> YES <input type="checkbox"/> NO ESOL/ELL: <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE STUDENT HAVE A SURROGATE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
RESIDENCE SCHOOL (FOR OUT OF AREA TRANSFERS ONLY)		LOCATION #	REGION		
CURRENT SCHOOL:		LOCATION #	REGION		
APPROVED OR RECEIVING SCHOOL:		LOCATION #	REGION		
<b>ESSA-BEST INTEREST REASON FOR SCHOOL TRANSFER</b>					
<input type="checkbox"/> IMMINENT SAFETY CONCERN	<input type="checkbox"/> ADULT/VOCATIONAL/TECHNICAL ED.	<input type="checkbox"/> AGENCY REQUEST FOR WD TO PRIVATE SCH			
<input type="checkbox"/> REUNIFIED WITH PARENT	<input type="checkbox"/> ACCEPTED TO SCHOOL OF CHOICE PROGRAM	<input type="checkbox"/> AGENCY REQUEST WD TO CHARTER SCH			
<input type="checkbox"/> TERMINATION OF SUPERVISION	<input type="checkbox"/> COURSE OFFERING/CREDIT RECOVERY	<input type="checkbox"/> AGENCY REQUEST FOR WD TO HOME ED			
<input type="checkbox"/> ALTERNATIVE ED ASSIGNMENT	<input type="checkbox"/> GRADE OR LEVEL PROMOTION	<input type="checkbox"/> DISTANCE/HARDSHIP			
<input type="checkbox"/> ESE PLACEMENT	<input type="checkbox"/> PREVIOUS SCHOOL OF ORIGIN	<input type="checkbox"/> CAREGIVER'S REQUEST			
<input type="checkbox"/> PLACED OUT OF COUNTY/STATE:	<input type="checkbox"/> CASE MANAGER'S REQUEST				
LAST DATE OF M-DCPS ATTENDANCE: _____					
COMMENTS: _____					
<b>THIS SECTION IS TO BE COMPLETED BY JJSO STAFF ONLY</b>					
M-DCPS DISTRICT COURT LIAISON	DATE	JJSO CONTACT #			
<b>PARTICIPANTS:</b>					
<input type="checkbox"/> CASE MANAGER	<input type="checkbox"/> DCF-CPI	<input type="checkbox"/> STUDENT	<input type="checkbox"/> PARENT/GUARDIAN		
<input type="checkbox"/> GUARDIAN AD-LITEM	<input type="checkbox"/> AGENCY EDUCATION REP	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> REGION ESE	<input type="checkbox"/> DISTRICT	
<input type="checkbox"/> OTHER					

FM-7536 (REVISED 02-10-21)

## Student Grade Placement Chart

## PROCEDURES FOR PLACING STUDENTS WHO DO NOT HAVE SCHOOL RECORDS

STARTING 07/01/2023 STUDENTS WHO TURN THE AGE OF 5 OR 6 ON OR BEFORE SEPTEMBER 1<sup>ST</sup> OF THAT YEAR WILL BE PLACED ACCORDING TO THEIR AGE.

<u>Age</u>	<u>2023 - 2024</u>	<u>Grade</u>
5 .....	2018 .....	Kdg
6 .....	2017 .....	1 <sup>st</sup>
7 .....	2016 .....	2 <sup>nd</sup>
8 .....	2015 .....	3 <sup>rd</sup>
9 .....	2014 .....	4 <sup>th</sup>
10 .....	2013 .....	5 <sup>th</sup>
11 .....	2012 .....	6 <sup>th</sup>
12 .....	2011 .....	7 <sup>th</sup>
13 .....	2010 .....	8 <sup>th</sup>
14 .....	2009 .....	9 <sup>th</sup>
15 .....	2008 .....	10 <sup>th</sup>
16 .....	2007 .....	11 <sup>th</sup>
17 .....	2006 .....	12 <sup>th</sup>

Produced 04/05/23

Created by: Michael Perez  
Federal & State Compliance Office  
Foreign Records Department



## AGREEMENT TO CHANGE REGISTERING PARENT FORM

This form is to be completed when both parents agree to change the parent that is listed as the student's registering parent in the District's Student Information System (DSIS) and implementing documents.

_____	_____	_____
Student's Last Name	First Name	Middle Name
_____	_____	
Student's ID Number	Student's Date of Birth	
_____		
Current School Location No. & School Location Name		
_____	_____	
Current Registering Parent's Name	New Registering Parent's Name	

**Change of Registering Parent Verification:** I request and authorize the school district to change the documented registering parent listed for my child as indicated below. I agree that upon execution of this form, the newly listed registering parent will be listed as indicated below.

_____	_____
Current Registering Parent's Name	New Registering Parent's Name
_____	_____
Current Registering Parent's Signature	New Registering Parent's Signature
_____	_____
Date	Date
<input type="checkbox"/> Photo identification verified Method of verification _____	<input type="checkbox"/> Photo identification verified Method of verification _____

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

**Required:** Parent signatures and copies of valid photo identification must be presented by **both** parents when submitting this agreement form. Both parents must be listed in the District's Student Information System (DSIS) and verified by applicable proof of parentage in accordance with Policy 5112, *Entrance Requirements*, and the District's [Initial Entry Registration Procedures Handbook](#).

FM-7600E

## APPENDIX 12

### District Staff Support Areas and Contact Information

SUPPORT AREAS	NAME	EMAIL	PHONE #
Administrative Director	Reva A. Vangates	<a href="mailto:RVangates@dadeschools.net">RVangates@dadeschools.net</a>	305-883-5323
Administrative Specialist	Rosa Lewis	<a href="mailto:rosaelenalewis@dadeschools.net">rosaelenalewis@dadeschools.net</a>	
District Supervisor, Student Funding	Lynae Richardson-Hall	<a href="mailto:lrichardson@dadeschools.net">lrichardson@dadeschools.net</a>	
Student Transfer Coordinator	Mara Ugando	<a href="mailto:mugando@dadeschools.net">mugando@dadeschools.net</a>	
Student Funding Specialist	TBA		
Data Specialist, Receptionist	Lina Naredo	<a href="mailto:lnaredo@dadeschools.net">lnaredo@dadeschools.net</a>	
Charter School, FTE Specialist	Dulce Castro	<a href="mailto:097586@dadeschools.net">097586@dadeschools.net</a>	
Data Specialist, Truancy	Ana Echevarria	<a href="mailto:anaechevarria@dadeschools.net">anaechevarria@dadeschools.net</a>	
Data and FTE Specialist	Lynn Finch	<a href="mailto:287528@dadeschools.net">287528@dadeschools.net</a>	
Data Specialist	Ann Marie Florence	<a href="mailto:AFlorence@dadeschools.net">AFlorence@dadeschools.net</a>	
Data Specialist	Celestine Johnson	<a href="mailto:CJohnson@dadeschools.net">CJohnson@dadeschools.net</a>	
Data and FTE Specialist	Lisa Ocasio	<a href="mailto:lisa.ocasio@dadeschools.net">lisa.ocasio@dadeschools.net</a>	
Data Specialist, Home Education	Clara O'Reilly	<a href="mailto:co'reilly@dadeschools.net">co'reilly@dadeschools.net</a>	
Home Education	Fawne Ryan	<a href="mailto:HomeEducation@dadeschools.net">HomeEducation@dadeschools.net</a>	
Data and FTE Specialist	Nancy Salomon	<a href="mailto:NSalomon@dadeschools.net">NSalomon@dadeschools.net</a>	
Data Specialist	Krisscenda Speed	<a href="mailto:krissyspeed@dadeschools.net">krissyspeed@dadeschools.net</a>	
Data and FTE Specialist	Lili Quesada	<a href="mailto:lquesada@dadeschools.net">lquesada@dadeschools.net</a>	
Data and FTE Specialist, Attendance	Regina Johnson	<a href="mailto:ReginaCJohnson@dadeschools.net">ReginaCJohnson@dadeschools.net</a>	
Data Specialist	Xenia Reyes	<a href="mailto:325177@dadeschools.net">325177@dadeschools.net</a>	
Attendance	Ana Leon	<a href="mailto:ALeon@dadeschools.net">ALeon@dadeschools.net</a>	
Foreign Adult Transcript Services, Foreign Records, M-1 Student Visas	Grethel Curbelo	<a href="mailto:GCurbelo@dadeschools.net">GCurbelo@dadeschools.net</a>	305-884-2044 Ext #3
Foreign Records, F-1 Visas, J-1 Student Exchange Visas	Dr. Maria E. Paradela	<a href="mailto:MParadela@dadeschools.net">MParadela@dadeschools.net</a>	305-884-2044 Ext #2
Foreign Records, EOC	Michael Perez	<a href="mailto:mjperez@dadeschools.net">mjperez@dadeschools.net</a>	305-884-2044 Ext #1
Forms & Records - Forms	Maria Marquez	<a href="mailto:MRocio@dadeschools.net">MRocio@dadeschools.net</a>	305-995-2062
Forms & Records -Transcript Requests	Rene Rojas	<a href="mailto:Rrojas@dadeschools.net">Rrojas@dadeschools.net</a>	305-995-3354
Comprehensive Student Health	Brenda Wilder	<a href="mailto:bwilder@dadeschools.net">bwilder@dadeschools.net</a>	305-995-4111
Project UP-START	Fred J. Clermont	<a href="mailto:iamfjc@dadeschools.net">iamfjc@dadeschools.net</a>	305-995-7558
CCELO, School Operations	Renee Stephen	<a href="mailto:rstephen@dadeschools.net">rstephen@dadeschools.net</a>	305-679-2800
SAFE Network, Student Services	Gladys Duran	<a href="mailto:durang@dadeschools.net">durang@dadeschools.net</a>	305-995-1778