

Enrollment Guidelines

Okeechobee County School District
2018

Enrollment Process

For students entering Kindergarten and First Grade, refer to the Student Progression Plan regarding age requirements. For students enrolling in First or Second Grade from Home School or a Private School, refer to the Student Progression Plan for grade placement information.

For all students enrolling in an Okeechobee County School, the following forms must be completed at the time of enrollment:

- O-ST-26 Student Enrollment Form (both sides)
- O-ST-26b Home Language Survey Form
- O-ST-91 Notification of Social Security Number Collection and Usage
- O-ST-94 NCLB Survey
Non-Discrimination Notice
- O-EX-64 Permission to Photograph/Videotape/Use Name for Educationally Relevant Purposes
Emergency Information Form (both sides)

For Elementary Schools:

- O-ST-77 Kindergarten Questionnaire

Health Forms at the time of enrollment or first day of school:

- Authorization to Administer Over-the-Counter (OTC) Medications

Sample Forms (if needed):

- Substitution for Legal Proof of Residency

For students entering a school for the first time, the student must produce, in addition to the above referenced forms, proof of residency. For students in grades 9-12, this is required to determine out-of-county residency and to verify local residency. For grades PK-8, proof of residency is required to determine the proper school zone. Proof of residency is met by presenting a utility bill, in the name of the parent/guardian of the enrolling child, with the service address as the same as the address the one listed on the enrollment paperwork. A driver's license may be used to verify the identity of the parent/guardian but is not valid for verification of residency. Items mailed to the address do not qualify as address verification. If the family has recently moved to the area and cannot produce a utility bill, a rental agreement or home purchase contract may substitute for the

utility bill. If a family does not receive utility bills, the Substitution for Legal Proof of Residency form, must be completed by the person whose name appears on the utility bills attesting to the fact that the family resides at that address. The Substitution form is then provided along with the utility bill for the address.

Due to Skyward tracking families, it is imperative that all addresses in the system are verified. When the address is changed at a secondary school, the address change is applied to any existing siblings in elementary school. This may cause the elementary child to be out-of-zone, resulting in the need for a Zone Waiver and loss of transportation privileges. Data Processors should notify the DPs at the siblings' schools of any address changes that are verified and updated in Skyward and supply them with the proof of residency documentation for those students' files. This will assist all schools in having current emergency information for their students.

All students enrolling in Florida schools for the first time must produce immunization records (Form #680) and a school physical performed within one year prior to enrollment in school. Students who have been enrolled in a K-12 school previously who do not have these documents may receive a 30 day waiver. At the end of the 30 days, if the documents have not been provided, the student may be excluded from school. Only students who have attended school in the Continental United States may be granted 30 days to secure documentation of the physical. Students enrolling from other locations must present a physical prior to admission.

Any child shall be exempt from the requirement of a health examination upon written request of the parent/guardian of such child stating objections to such examination on religious grounds. If it is suspected that a family would qualify for homeless status according to the McKinney-Vento Act, the registrar should immediately contact the District Homeless Contact for verification. The student may then be accepted without any further documentation on a 30-day waiver.

An Emergency Information Form (health questionnaire) must be completed by the parent at enrollment or the first day of the current school year, whichever is later. The data processor is required to provide the original to the school nurse within 48 hours of receipt. If the data processor has not completed the data entry, he/she may keep a copy of the form for his/her files. The school nurse will review this information and create a list of students with health conditions for the data processor. The data processor will then code the health conditions into Skyward. The nurse is required to keep these original forms in the clinic for the entire school year.

The 30 Day Temporary Exemption forms for both physicals and immunizations are in the Health Policies and Procedures binder.

Additional, school specific, items may be added to school enrollment packets.