**REGISTRATION CHECKLIST**

**STEP 1: Gather the documents listed below.** *
If unable to get any of these please ask your registrar about Project Heart.

- Original Certified Birth Certificate or other proof of date of birth
- Florida Certificate of Immunization. Florida Certificate of Immunization (DOH680)
  *All PreK, KG, 7TH & 8TH Grade or Students new to Florida schools must have proof of immunization.*
- Physical examination certificate. Within past 12 months of enrollment date
- Legal Guardianship papers. (If applicable, assistance @ (941) 708-4971)
- Child’s Social Security number. Section 1008.386, F.S.
- Child’s recent report card/transcripts/withdrawal forms. (Not required for elementary)
- **Proof of residency.** Schools accept one of the following:
  - Current mortgage statement, lease agreement, electric, gas or water bill – must include address and name of enrolling parent/guardian
  - Official employer/company statement providing housing to enrolling parent/guardian and family
  - Copy of Migrant Services Certificate of Eligibility
  - Government issued ID/DL with new address or processed USPS change of address documentation AND a notarized statement from the owner/lessee of the residence listing names of all people residing at the address accompanied by a current utility bill (power or water) with the owner/lessee’s name and address
  - OSP/Choice/Hardship Letter (if enrolling out of your residential attendance zone)

**To obtain a change of address on ID/Driver License:** Contact Manatee County Tax Collector at (941) 741-4801- various locations. Or online at http://www.fhsmv.gov/ddl/addresschange.html
**To process USPS change of address:** Contact the Bradenton Post Office at (941) 747-0867- various locations. Or online at https://www.usa.gov/post-office
**To obtain a replacement Florida birth certificate:** (941) 748-0747 (option 8) Vital Statistics - 410 6th Av. E. Bradenton. Parent must make the request and show ID.
**For assistance with immunizations or physical exam certificates:** Contact Manatee County Health Department at 748-0747, Manatee Rural Health Services at 708-8700, or a participating local physician.

**STEP 2: Fill out School District of Manatee County Enrollment Packet.**

- Enrollment Form
- School District of Manatee County School Health Services Form (provided by school)
- Student Collection of Social Security Number Consent
- Request of Records Form (Needed for KG only if retained or from out of State)

**STEP 3: Deliver all forms.**

- School Registrar
  - At your school’s front office.
  - At nearest summer collection site (during summer break).
    Contact the Office of Student Assignment at (941)708-4971 for assistance locating your nearest summer collection site.