

Name: _____

School Search by Address: _____



REGISTRATION CHECKLIST

(Go Gather Get)



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.flhsmv.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.