

Miami-Dade County Public Schools

Registration Requirements

Hours of Registration 8:00 A.M. - 3:00 P.M.

Miami-Dade County Public Schools is committed to the education of all children. Your child's enrollment in this school is very important. If you 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 or birth card - Must be original; 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. **Bona fide** bible 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
8. Affidavit of age signed by parent and Certificate of Age signed by public health office

B. PROOF 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

C. NON-RESIDENT TUITION – Board Rule being considered for repeal.

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

1. Student Health Examination – DH 3040 yellow form
health examination performed within one year prior to enrollment
2. Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider

A. Temporary Medical Exemption

B. Religious Exemption

E. SCHOOL RECORDS

- For grade placement and verification of credits earned
- Interpretation of foreign records at no cost available from Attendance Services

II. TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL

- Parent or legal guardian must bring a withdrawal slip from sending school
- Proof of address in name of parent/guardian

(Please see definition of terms on the back)

GLOSSARY

Duly attested: Affirmed to be true or genuine. Solemnly declared in writing to support a fact. Certified.

Affidavit: A written or printed declaration or statement of facts, voluntarily made and confirmed by oath of person making it, taken before a notary.

Transcript: Document from the prior school bearing the seal and/or signature of a school official or registrar.

Bona fide: In or with good faith; honestly, openly, and sincerely. Without deceit, simulation, pretense, or fraud.

Broker: A person licensed to sell real estate (houses, etc.)

Properly executed: Fully signed and current lease agreement. Lease signed by landlord and tenant with term and rent.

SPANISH TRANSLATION

Glosario

Duly attested: Certificado, auténtico, atestiguado. Dar fe a través de una deposición.

Affidavit: Declaración jurada; testimonio, affidavit; atestiguación.

Transcript: Copia de las notas del alumno dadas por la escuela con el sello de dicho centro o con la firma de un official escolar o de la persona encargada de matricular a los alumnos.

Bona fide: Buena fe, honesto, sincero. Sin fraude.

Broker: Agente de bienes raíces. Persona con licencia para vender propiedades (casas, etc.).

Properly executed: Escritura de arrendamiento (renta) firmada por el dueño y el arrendatario, con la fecha corriente, el plazo, y la cantidad.

CREOLE TRANSLATION

Tradiksyon Tèm

Duly attested: Afime li vre e li otantik. Dek larasyon pa ekri pou sipòte yon fè. Li sètifye.

Affidavit: Yon deklarasyon ekri e enprime oswa yon temwayaj ki fèt volontèman e ki konfirme pa moun ki fèl la lè li sèmante devan notè.

Transcript: Dokiman ki soti nan lekòl kote timoun nan te ye anvan an, ki genyen so ak/oswa siyati ofisyèl lekòl la.

Bona fide: Fèt ak tout onètete epi bòn fwa san kache ak tout senserite. San desepsyon, pretans oswa manti.

Broker: Se yon mun ki gen lisans pou vann kay ak tè.

Properly executed: Se yon kontra ki siyen kote tout moun dakò. Se yon papye legal pwopriyetè a siyen ansanm ak lokatè a ak tout règleman lokasyon yo.