

# SCHOOL ENROLLMENT AND REGISTRATION

## Table of Contents

A. Age to Enter Kindergarten or First Grade .....	1
B. Registration or Entrance Requirements.....	1
C. Students Transferring from Another School .....	3
1. In-County Public School requirements.....	3
2. Out-of-County but in State Public School requirements .....	3
3. Out-of-State requirements .....	3

### **A. Age to Enter Kindergarten or First Grade**

1. To enroll in kindergarten a child must be five years old on or before September 1st.
2. To enroll in first grade a child must be six years old on or before September 1st and have been enrolled in a public school **OR** have satisfactorily completed the requirements for kindergarten in a non-public school from which the district accepts credit. (Submit the In-District Transfer form.) Students seeking admission from home education kindergarten programs or from non-public schools from which the district does not accept transfer will:
  - be evaluated by the principal or designee as outlined in the district Student Progression Plan
  - be required to validate their current course or grade placement through satisfactory completion of academic work in Volusia County public schools within a grading period (45 days)
3. Children who attain the age of six by February 1st of the current school year must be enrolled in school.

Assistance in kindergarten registration is provided through the [Entry Requirements](#) handbook and [Immunization Requirements](#) handbook.

### **B. Registration or Entrance Requirements**

1. Proof of birth date is required by providing one of the following (as declared by Florida Statutes, if the first prescribed evidence is not available, the next evidence obtainable, in the order set forth below, shall be accepted):
  - certified birth certificate
  - baptismal certificate with date of birth and place of baptism and parent's sworn notarized affidavit
  - life insurance policy on child in force at least two years
  - Bible record and parent's sworn notarized affidavit

- passport or certificate of arrival in the United States (form I-94) – **Do not copy this document**
  - school records at least four years prior to application, showing date of birth
  - parent’s sworn notarized affidavit and certificate of examination from health officer/physician verifying age
  - out-of-state transfer records – **Not valid for Pre-K or kindergarten**
2. A Social Security number is requested, but not required.
  3. Proof of residency:
    - copy of rent or lease
    - bill of sale or deed
    - utility bill
    - homeowners insurance
    - notarized affidavit and proof of residency of person with whom the parent/guardian is temporarily staying
  4. If the student is kindergarten age and will be entering the Volusia County School District as the first Florida school the student will attend, a physical examination by a Florida physician, done within the last year, is required. If transferring from another state, a copy of a physical done in the home state (not more than one year old), may be presented to the Volusia County Health Department (VCHD) for approval.
  5. [Florida Certification of Immunization, Form DH 680](#), sometimes referred to as the “blue card,” is the only document that schools are permitted to accept as proof of immunization. The child’s name, date of birth, parent/guardian name, all the vaccines and dates, and the appropriate section(s) on the reverse side of the form, must be completed. If a child has not had all of the doses required to complete each immunizations series (Hepatitis B, DTP, or Polio) which requires more than one shot over a period of months, the Temporary Medical Exemption section (Part B) of the DH 680 should be completed. Out-of-county students are allowed a maximum of 30 school days to present proof of immunization.

Vaccine/Grade	# of Doses	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12
DTP/DT/DTaP	4/5*	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Polio (OPV/IPV)	3/4**	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MMR (measles, mumps, & rubella)	Shot #1	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Measles/MMR	Shot #2	-	X	X	X	X	X	X	X	X	X	X	X	X	X
Tdap/Td	1	-	-	-	-	-	-	-	-	X	X	X	X	X	X
Hepatitis B	2/3***	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Varicella	2/1****	X	X	X	X	X	X	X	X	X	X				

**Effective date: August 2009**

\* If the fourth dose of DTP/DT/DTaP is given on or after the 4th birthday, a fifth dose is not required.  
 \*\* If the third dose of Polio (OPV/IPV) is given on or after the 4th birthday, a fourth dose is not required.

- \*\*\* Three dose series required for all students entering or attending Pre-K and Kindergarten. An alternative two dose hepatitis B vaccine series for adolescent 11 through 15 years of age has been approved. Children who receive the two dose series should be considered in compliance.
- \*\*\*\* Beginning with the 2008-09 school year, children entering kindergarten will be required to receive two doses of varicella vaccine. The one dose varicella requirement started in the 2001-02 school year. Varicella is not required if there is a history of documented disease.

Refer to the [2009-2010 School Immunization Requirements for School Entry and Attendance](#).

The Florida Certification of Immunization, Form 680, must be used to document the immunizations required for entry and attendance in Florida schools. These forms are not available to the public and must be completed by a Florida physician or Florida county health department. It is recommended that parents obtain a copy of the child's complete immunization history before leaving the current state of residence.

More information can be found on the [VCS Health Services](#) website.

### **C. Students Transferring from Another School**

#### 1. In-County Public School requirements

- proof of residency
- In-District Transfer form

#### 2. Out-of-County but in State Public School requirements

- birth certificate or other legal evidence of birth
- proof of residency
- transfer paper from last school attended
- Social Security card (requested but not required)
- immunization records – “blue card” form DH 680 (a maximum of 30 school days is allowed to present proof of immunization)

#### 3. Out-of-State requirements

- birth certificate or other legal evidence of birth
- proof of residency
- immunization records – “blue card” form DH 680 (a maximum of 30 school days is allowed to present proof of immunization)
- Social Security card (requested but not required)
- physical examination given by a Florida physician submitted on a DH 3040 form  
(If the child has had a physical within the last year, a copy can be taken to the VCHD for approval.)