



Registration Procedures

New Entry/Transfer Students

Two proof of residential address
is required for all students.

Student's Name: _____ Grade: _____ Date: _____
Previous School: _____ DOB: _____
School Address: _____
School Phone #: _____ School Fax #: _____

1. **TWO PROOFS of RESIDENCE**

- Current* ELECTRIC or WATER BILL in the parent/guardian's name
- Current* non-cellular TELEPHONE BILL in the parent/guardian's name
- Valid* LEASE AGREEMENT with RENT RECEIPT or PROPERTY DEED with TAX RECEIPT showing homestead exemption

2. **VALID IDENTIFICATION CARD** or **DRIVER'S LICENSE for PARENT/GUARDIAN**

3. **FLORIDA PHYSICAL** on the School Health Entry Exam (DH 3040) within the last year

4. **IMMUNIZATION RECORDS** on the Florida Certificate of Immunizations (DH 680)

6th grade students must have 2 (two) Varicella vaccines. 7th & 8th graders must also have 1 (one) Tdap vaccination.

To transfer out-of-state records, take them to:

Volusia County Health Department (386) 274-0500
1845 Holsonback Drive
Daytona Beach, FL 32117

5. **BIRTH CERTIFICATE**

6. **SOCIAL SECURITY CARD** (verification only)

7. **LAST REPORT CARD FROM PREVIOUS SCHOOL** including 6th grade if entering 8th

8. **TEST SCORES** to help ensure your student is placed at the appropriate level

9. **IEP, PSYCHOLOGICAL REPORT, AND/OR 504 AS APPLICABLE**

- IEP 504 EP (Gifted)

10. **COURT DOCUMENTS AS APPLICABLE**