

## M-DCPS REGISTRATION INFORMATION

### Determining the School

Parents who are uncertain as to which school their child will attend may access this information by clicking:

<http://gisims2.miamidade.gov/CServices/CSMap.asp?Cmd=DUMMY&ShowWhat=602> or may telephone the school system's attendance department at (305) 883-5651. Although there is no cut-off date for registering, students are urged to register early to avoid processing delays and to ensure they can attend school on opening day.

### Entrance Requirements - School Board Policy 5112

Students entering prekindergarten classes must be 4 years old on or before September 1. Students entering kindergarten must be 5 years old on or before September 1. To enter first grade, students must be 6 years old on or before September 1 and should have successfully completed kindergarten.

### Entering For the First Time

Students entering Miami-Dade County Public Schools for the first time must present the following documents:

- [original birth certificate - where to apply for birth certificate](#) - or alternative must be presented
- [Proof of age and legal name](#)
- [Proof of a current physical examination including a tuberculosis clinical screening, appropriate follow-up and a certificate of immunization](#)
- [Two proofs of current address](#)
- [Disclosure at time of Registration](#)

### Transferring From Other Districts

Students transferring from other school districts should provide their most recent report card or other records from the last school they attended.

### Foreign Born Students

Foreign born students, including permanent resident aliens, will follow the same procedures indicated for the native born. First time students, both foreign born and transfers from other states may register at their schools

## Miami-Dade County Public Schools

### Registration Requirements

#### Hours of Registration \_\_\_\_\_

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 officer

##### B. VERIFICATION 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. 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

##### D. 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)**