

**MINIMUM REQUIREMENTS FOR STUDENT ENROLLMENT
IN THE WAKULLA COUNTY SCHOOL DISTRICT**

_____ **Proof of Address:** All newly registering students are required to submit acceptable proof of living at an address in Wakulla County. **Attach a copy to the student's registration packet.**

- **Acceptable** includes one of the following in the parent/legal guardian's name: utility bill or hook-up order, lease or rental agreement, mortgage agreement, income tax form, homestead exemption, or a Florida Driver's License issued after January 1, 2010.
- **Not acceptable** includes a Florida Driver's License issued before January 1, 2010 or voter registration card.
- **Note:** A parent/legal guardian and his/her child who are living with a resident of Wakulla County must show a notarized letter from that resident stating these living arrangements and a proof of residency. This letter will be good for the remainder of that school year only and a new one must be submitted each school year.

_____ **Guardianship:** Legal guardianship of a student by someone other than the biological parents must be verified by a legal document awarded by a court of competent jurisdiction. If the student is under DCF jurisdiction, documentation of placement must be provided. **The legal guardian must reside in Wakulla County.**

_____ **Social Security Number:** Social Security numbers ARE NOT REQUIRED for student enrollment but are helpful. (See FS 1008.386)

_____ **Birth Certificate:** **A copy of the student's certified birth certificate.**

_____ **Immunization:** A student entering a public school from out of state or a private facility must show proof of immunization within 30 days of initial enrollment. Failure to show proof may result in withdrawal from school. **Note: First time entry into a public school may require immediate immunization proof.**

_____ **Medical Examination:** A student entering a public school from out of state or a private facility must show proof of a physical examination within 30 days of initial enrollment. An out of state health exam completed within a 12 month period prior to enrollment will be accepted if a licensed Florida health professional certifies that the exam has the same components as required by Florida Law. **Note: First time entry into a public school may require immediate proof of a medical exam.**

_____ **Withdrawal Form:** A withdrawal form from the previous school which shows grades, attendance, and promotion is required.

_____ **Unofficial Transcript (where applicable):** To make sure that students are placed in the correct grade and to assist the counselor in completing a schedule.

_____ **Reassignment Requests:** Students wanting to attend school out of zone must apply for reassignment. Contact Instructional Services at the Wakulla County School Board District Office, 850-926-0065.

**ENROLLMENT OF A STUDENT BY SOMEONE
OTHER THAN A CUSTODIAL PARENT**

According to School Board Policy 5.20(4):

A student residing with a person who is not the student's custodial parent(s), legal guardian, legal custodian, or others such person designated by an order issued by a court of competent jurisdiction of the State of Florida to be responsible for the student shall be allowed to attend a District school under the conditions that the person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek legal custody or guardianship and shall provide an affidavit of custody within thirty (30) days of the student's enrollment.

After thirty (30) days, the student will be withdrawn from school if no evidence of legal custody or legal guardianship is provided.

For more information about seeking child custody please call the Wakulla County Clerk of Court at 850-926-0905.

The Wakulla County School Board