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ENROLLMENT AND WITHDRAWAL PROCEDURE MANUAL

The purpose of this procedural manual is to provide school personnel and other interested parties with both the current Enrollment and Withdrawal policy as well as related procedural guidelines. The information in black type is the policy. The information in red type is related procedural information that is intended to assist in clarifying information that will be updated periodically by the Division of Educational Programs & Student Support Services. This policy and all school board policies may be accessed on the web at www.browardschools.com/sbbcpolicies. Florida statutes may be accessed at www.myfloridaeducation.com.

Suggestions are welcome and should be sent to Sharon Dolinsky, Coordinator, Guidance, BRACE and Academic Advisement, 754-321-2586. Questions regarding the procedures for registrars should be directed to the District Registrar Liaison, 754-321-2585.

ALL CHILDREN WHO ARE SIX YEARS OLD OR WHO WILL BE SIX YEARS OLD BY FEBRUARY 1ST OF ANY SCHOOL YEAR, OR WHO ARE OLDER THAN SIX YEARS OLD OF AGE BUT ARE NOT YET 16 YEARS OLD, ARE SUBJECTED TO COMPULSORY SCHOOL ATTENDANCE AND ARE THEREFORE REQUIRED TO ENROLL AND ATTEND SCHOOL REGULARLY (SBBC POLICY 5.5).
(F.S. 1003.21)

Students are required to attend school between the ages of 6 and 16. This requirement has statutory authority that students who turn 6 by February 1st must be enrolled in school. Likewise, students who turn 16 and withdraw from school prior to graduation must participate in an exit interview if currently attending and complete a Declaration of Intent to Withdraw to confirm that they and their parent/guardian understand that early withdrawal may result in limited career opportunities.

ALL COMPULSORY AGE STUDENTS ARE EXPECTED TO ATTEND SCHOOL EVERY DAY OF THE SCHOOL YEAR. STUDENTS ARE TO ATTEND THE SCHOOL TO WHICH THEY ARE BOUNDARIED, ON THE BASIS OF THE GEORGRAPHICAL BOUNDARY IN WHICH THE PARENT(S) RESIDE, UNLESS OTHER SCHOOL BOARD POLICIES APPLY. IN ORDER TO ENSURE THAT STUDENTS ARE ENROLLED IN THEIR ASSIGNED SCHOOL, BASED ON VALID DOCUMENTATION PROVIDED BY THE PARENT, FROM THE START OF THE SCHOOL YEAR OR ON THE DAY OF ENROLLMENT DURING THE SCHOOL YEAR, SCHOOL PERSONNEL WILL APPLY ALL STRATEGIES AVAILABLE, IN A TIMELY MANNER, TO VERIFY DOCUMENTATION PROVIDED.

I. DEFINITIONS:

- A. **Boundaried School:** the school to which a student is assigned based on the address of the parent and the geographical school boundary for that address.
- B. **Enrollment:** Enrollment of the student begins on the first day the student attends school for the educational purposes and is places in the appropriate classes(es) and/or program.
- C. **Fraudulent Documentation:** any information provided by the parent or other entity that falsely represents the parent's place of residence for school

enrollment. Whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

- D. Homeless Student:** individuals who lack a fixed, regular, and adequate nighttime residence, including, but not limited to, children and youth who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (Stewart B. McKinney-Bruce Vento Homeless Assistance Act Section 725, 42 USC; F.S. 1003.01[12]).
- E. Parent:** refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.
- F. Registration:** A student is registered in school when the parent completes all of the required paperwork as described in Sections III and IV below. Registration does not complete the enrollment or placement process, in that the placement of the student in specific classes or programs may not occur until the student is enrolled.
- G. Residence:** the primary residence is the home in which the child(ren) spends most of his/her time.
- H. Statement of Bona Fide Residence Form:** Broward County Public School required form on which a parent can document primary place of residence to allow for immediate, temporary enrollment and provide the parent up to 30 calendar days to produce required documentation as stated in this policy.

II. SPECIAL SITUATIONS

- A. Homeless:**
 - i. All students who are homeless must be given a 30 school day grace period for all enrollment documentation including school physicals and immunizations.
 - ii. Under no circumstances will students who are homeless be withdrawn due to the lack of appropriate enrollment documentation.
 - iii. Parents of students in homeless situations can keep their children in their schools of origin (to the extent feasible) or enroll them in any public school that students living in the same attendance area are eligible to attend. If a student is sent to a school other than that requested by the parent, the school must provide a written explanation of its decision and the right to appeal. (Stewart B. McKinney-Bruce Vento Homeless Assistance Act Section 725.42 USC; F.S. 1003.01[12]).

B. Confidentiality Program:

- i. The Florida Legislature created the Address Confidentiality Program (ACP) for Victims of Domestic Violence. The program will be administered by the Office of the Attorney General. Laws governing the ACP are found in Florida Statutes 741.401-741.409 and 741.465. ACP participant's mail must be addressed and delivered to the post office box assigned as a substitute address. Client's who use the substitute address will have first class mail forwarded to their actual location by the Attorney General's Office. Program participants' actual location will be confidential. Program ACP participants will be issued an ACP identification card to be used when creating records with state and local agencies.
- ii. School staff shall not ask or encourage program participants to share their protected information.

Registrars who believe there may be an issue with students who do not have a permanent residence should immediately refer the family to the school counselor or the school social worker who will contact the district's Homeless Department at 754-321-2494. This department's role is to help the family access needed services, including food, shelter, physical and emotional assistance, etc. (SB Policy 5.1A)

III. ENTRANCE REQUIREMENTS – AGE

A. Age Requirement – Prekindergarten

Children who will have attained the age of four on or before September 1st of the school year and who meet low income criteria established by the federal and/or state government(s) shall be eligible for admission on a space available basis to public prekindergarten during the school year.

B. Age Requirement – Prekindergarten Children with Disabilities

A Prekindergarten child with disabilities is a child who is below five (5) years of age on or before September 1st and has a sensory, physical, mental or emotional condition, which significantly affects the attainment of normal developmental milestones based on the following:

1. Children Below Age Three

Must meet the eligibility requirements in accordance with Florida State Board of Education Rules specifically as a student who is deaf/hard of hearing, visually impaired/blind, dual sensory impaired, trainable mentally handicapped, profoundly handicapped, physically impaired, autistic, or has an established condition or developmental delay. Children below age three, if eligible, may receive speech-language, occupational and or physical therapy services only if they also meet the eligibility criteria in one of the areas previously listed (6A-6.03026).

2. Children Ages Three Through Five Who Are Not Yet Eligible for Kindergarten must meet the requirements in accordance with Florida State Board of Education Rules as a student who is speech and language impaired, deaf/hard of hearing, visually impaired/blind, dual sensory impaired, mentally handicapped,

emotional/behavior disorder, physically impaired, autistic, homebound or hospitalized or has a specific learning disability or developmental delay. Children ages three through five who are not yet eligible for kindergarten, may receive occupational and or physical therapy services only if they also meet the eligibility criteria in one of the areas previously listed (6A-6.03026).

All pre-kindergarten children must comply with Florida's immunization laws. Upon completion of a pre-kindergarten program, schools are to retain all early intervention and/or Head Start documents. For information on pre-kindergarten programs, contact School Readiness.

C. Age Requirement – In-State Student – Kindergarten

Children who will have attained the age of five years on or before September 1st of the school year shall be eligible for admission to public kindergartens during that school year (F.S. 1003.21).

If a student is 5 on September 2 or beyond, he or she may not enroll in kindergarten in the public schools unless they have already been enrolled in a K-12 public and nonpublic school systems outside of the state of Florida, including out-of-the-country. BCPS honors the entrance age of other countries and other states if the parent/guardian presents the proper documentation. See E. below for required documentation.

D. Age Requirement – In State Student – First Grade

1. Pursuant to *F.S. 1003.21 (1)2(b)*, children who have attained the age of six years on or before September 1st of the school year and who have completed kindergarten in a public school may be enrolled in first grade.
2. Children who have attained the age of six years on or before September 1st of the school year and who have completed kindergarten in a nonpublic school F.S. 1003.21 (1)2(b) and present a letter from the nonpublic school confirming completion of kindergarten may be enrolled in first grade.
3. Children who have attained the age of six years on or before September 1st of the school year and who have completed kindergarten in a home education program and present an evaluation completed by a Florida certified teacher may be enrolled in first grade.

Florida statute requires that students who are six years old on or before September 1st must have completed kindergarten to enter first grade. Public AND non-public schools may validate kindergarten completion as follows:

- Public schools must send records as documentation of kindergarten completion.
- Non-public schools must submit a letter on school letterhead as documentation of kindergarten completion.
- Home education parents must submit an evaluation from a Florida certified teacher as documentation of kindergarten completion, if the student is 6 by September 1, parents must also enroll the child through a letter to the superintendent.

E. Age Requirement – Out-of-State Transfer Students Enrollment into Kindergarten and First Grade

Any student who transfers from an **out-of-state public school** and who does not meet regular age requirements for admission to Florida public school shall be admitted upon presentation of the data required in subsection (3), *State Department of Education Administrative Rule 6A-1.0985* as follows in (1-4).

Any student who transfers from an **out-of-state nonpublic school** and who does not meet the regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state from which he/she is transferring. Prior to admission, the parent or guardian must also provide the data required in subsection (3), *State Department of Education Administrative Rule 6A-1.0985* as follows in (1-4).

1. Official documentation that the parent(s) or guardian(s) was a legal resident of the state in which the child was previously enrolled in school.

Official documentation to confirm the parent was a legal resident of the state in which the child was enrolled in a kindergarten program out-of-state or out-of-country must be current and may include but is not limited to a valid driver's license, a valid voter's card, a current pay stub and the like from the state where the student attended.

2. An official letter or transcript from the proper school authority, which shows record of attendance, academic information, and grade placement of the student.

“Official” requires this documentation to be on school letterhead and should be submitted via US mail to maintain the integrity of the information as much as possible.

3. Evidence of immunization against communicable diseases as required for entrance.
4. Evidence of date of birth as required for entrance.

IV. REGISTRATION REQUIREMENTS – EVIDENCE NEEDED

Only the parent who registers the student may withdraw the student from his/her current school, without documentation of extenuating circumstances indicating otherwise. Only the parent who registers the student may designate who is authorized to pick a child up from school. It is the parent's responsibility to inform the school of changes to the original registration information. Before the initial admittance of any child, PreK-12, to school, including nonpublic school, students who are dually enrolled, a principal shall require (1003.21):

A. Satisfactory Evidence of Proper Age

1. Official Birth certificate, if available. If such certificate is not available, the following forms of evidence are acceptable:
 - a. A duly attested transcript of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.

- b. An insurance policy on the child's life which has been in force for at least two years.
- c. A passport or certificate of arrival in the U.S. showing the age of the child.

Under no circumstances may a School Board employee require or request to see a student's/parent's passport. If the passport is volunteered, it may be used to verify age. Any photocopy of the passport is strictly prohibited; however, a notation on the registration form may note that the passport was used to verify age.

- d. An affidavit sworn to by the parent, accompanied by a certificate from the county health officer, that he/she believes the child to be required school age.
- e. Official school records that provide evidence that the child has attended school for four years.

Florida statute allows any of the documents listed above to determine the age of a student. If the parent/guardian registering the student does not have proof of age, they have 30 days to provide documentation to the school. A copy of this proof becomes part of the student's official school records and should be kept in the cum folder.

For students whose parents allege that they are 5 years old on or before September 1st and they provide no documentation after 30 days, the student shall be withdrawn.

- B. Social Security Number: each student enrolled in Broward County Public School shall be asked to provide his or her social security number. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation (*F.S. 1008.386*).
- C. Proof of Residence

Pre-kindergarten children are not required to reside within the boundaries of the school that they attend for this program. However, upon completion of this program and entry into kindergarten, the family is required to enroll the student in the boundaried school unless the student is eligible for another school through reassignment, the individual educational plan (IEP) process, magnet schools, or other School Board approved processes.

The student's residence is defined as the location where he/she lives the greater percentage of time. If residency is questionable, refer to your principal and he/she or his designee will:

- a. Call the parent to determine if residency is valid
- b. Send a letter to the parent at the address stated on the registration form. If the letter is returned, the principal and/ or his designee may request a parent conference.
- c. The principal and/ or his designee may refer the family to the school social worker to verify the address and provide written documentation as a result of his/her investigation.

A student shall attend the school in the geographical boundary in which the parent(s) reside, unless other School Board policies apply. Proof of residence is required in order to ensure that a student is enrolled in the assigned school. Requiring proof of

residency is not intended to delay a student’s enrollment in school. When school is in session and a parent can not readily produce the required documentation, the school shall ensure the student is temporarily enrolled following the “Bona Fide Residence” process included in section C(2).

An ACP or PO Box is not a valid proof of residence and may not be used to determine the assigned school. To determine if the student’s residence is within your school’s boundaries, use the school locator at www.browardschools.com. If a student has been reassigned, the parent shall provide the approval letter issued by the Pupil Placement Department.

“Requiring proof of residency is not intended to delay a student’s enrollment in school” requires that BCPS accepts all students into school and allows parents 30 days to provide the required documents both for proof of age and proof of residency.

Submission of Fraudulent Documentation: Schools have the right to verify any information provided by the student and/or the student’s parent(s). Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an attempt to register and enroll in, or remain in a school to which the student is not assigned shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate boundaried school by the parent. The parent shall verify the information under penalties of perjury pursuant to *Florida Statute 92.525*; a person who knowingly makes a false declaration regarding residency, including information provided on the Statement of Bonafide Residence Form, is guilty of the crime of perjury by false written declaration, a felony of the third degree.

1. For registration and subsequent enrollment, the parent, must complete the Broward County Public Schools’ Student Registration Form and submit one piece of evidence from sources listed in Column A and one additional piece of evidence from Column B (Both sources of information need to match):

Column A	Column B
<ul style="list-style-type: none"> a. Current telephone or electric bill in the name of the person registering the child. b. Rent receipt with name of lessor and contact information/mortgage statement. c. Lease agreement with name of lessor and contact information. d. Mortgage commitment. e. Home Purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing date. 	<ul style="list-style-type: none"> f. Automobile insurance. g. *Current Florida Driver’s License/ Florida Identification Card h. Cellular telephone bill i. Credit card statement j. Bank account statement. k. United States Postal Service confirmation of address change request or evidence of correspondence delivered through U.S. postal service. l. Declaration of Domicile form from the County Records Department <p>* If either of these are used, parent will be provided notice that it will be verified and if found to have been obtained fraudulently, the Division of Motor Vehicles in Tallahassee will be notified. This is a misdemeanor and is punishable by law.</p>

* An expired Driver’s License does not necessarily constitute fraudulent documentation.

- a. Current telephone or electric bill in the name of the person registering the child.

A current telephone bill may include a cell phone company bill with the name and address of the parent/guardian who is registering the student. (See h.)

- b. Rent receipt with name of lessor and contact information/mortgage statement.

Not only is a rent receipt required for this documentation, but also the contact information of the lessor, including the address and telephone number.

- c. Lease agreement with name of lessor and contact information.

Not only is a lease agreement required for this documentation, but also the contact information of the lessor, including the address and telephone number.

- d. Mortgage commitment.

- e. Home Purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing date.

A mortgage commitment or a home purchase contract is a legal document with the name of the purchaser, the name of the seller/developer, and the closing date. A copy of the deed must be provided within 60 days after the closing date to confirm residency. If any of the above information cannot be supplied, discuss with your Principal and a Social Worker/school liaison may be contacted.

- f. Automobile insurance.

- g. Current Florida Driver's License / Florida Identification Card

- h. Cellular telephone bill.

- i. Credit card statement.

- j. Bank account statement.

- k. United States Postal Service confirmation of address change request or evidence of correspondence delivered through U.S. postal service.

- l. Declaration of Domicile form from the County Records Department.

2. The Student Registration Form must be reviewed and verified each time a student

- a. changes schools within the Broward County Public Schools

- b. moves from elementary school to middle school and from middle school to high school.

- c. submits a change of address. At any time that a student's address changes, it is the parent's responsibility to notify the student's school, in writing, within 10 days. This form shall be verified under penalties of perjury pursuant to FS 92.525. A PDF version of this form is available on the District's website at www.browardschools.com/info/register.htm.

3. When the parent can not produce any acceptable proof of residency as stated in C (1):

- a. The student shall be registered in school.

Regardless of the situation of the parent, this policy is not intended to delay enrollment of any student. The parent/guardian registering the student has 30 days to provide any and all documentation required for entrance in the Broward County Public Schools.

- b. A statement of Bona Fide Residence, in the Broward County Public Schools' Bona Fide Residence form, shall be signed by the parent for temporary enrollment.
- c. Acceptable proof of residence must be provided within 30 calendar days as defined in C(1).

The Statement of Bona Fide Residence may be used for temporary proof of residence when a parent can not produce the required documents at the time of registration. Parents then have 30 days to provide acceptable proof. Code any 30-day exemption on the A08 panel under the User Code field.

- d. If, after 30 days, acceptable proof of residence has not been provided, the student shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate boundaried school by the parent.
4. If the parent resides with someone else who resides in the school's boundary area, at the time of registration, the parent must submit:
- a. A notarized Statement of Bona Fide Residence, on the Broward County Public Schools' Bona Fide Residence form, signed by the parent and the owner or lessee with whom the parent is residing and
 - b. A copy of the mortgage, lease agreement, or rent receipt of owner/leasee (must include name, address, and telephone number of lessor), and
 - c. Within thirty (30) calendar days, a copy of either a drivers' license, voter registration card, or Florida State ID card with their name and the address that appears on the Statement of Bona Fide Residence.

The Statement of Bona Fide Residence may be a permanent proof of residence when a student lives within the school's boundary area in someone else's home that resides in the boundaried area. When the BFR is used for this purpose, the signatures of the parent/guardian who is registering the child and the owner/leasee of the residence must be notarized and proof must be provided that the owner/lessee lives within the boundaries of the school. (See proof of residence documents B (1) a-1)

Other official identification sources may be used in extraordinary circumstances.
Extraordinary circumstances may mean anything from C-1, column A or B

5. Additional Proof May be Required
- a. For good cause, such as but not limited to cases where the principal / designee believes that student's enrollment information is inaccurate due to returned mail or reasonable suspicion that the student is not residing at the claimed address, the following procedures may be implemented at the discretion of the Superintendent/Principal/designee (based on sufficient resources):
 - i. The Property Appraiser's Website will be examined to determine the parent's homestead (primary residence) location. The homestead address of the parent will be used as a factor to determine the student's assigned school. A conflicting address indicates that further investigation is required.

- ii. A call may be made or letter may be sent to the parent(s) who have conflicting address information, requesting that the parent update enrollment information.
 - iii. The Superintendent/Principal/designee may also require submission of the Statement of Bona Fide Residence Form accompanied by the Additional Proofs of Residence listed below. These shall be verified under penalties of perjury pursuant to Florida Statute 92.525.
 - iv. The above activities will be conducted by the school center to the extent allowed by existing resources. In cases of limited resources, the Principal may request assistance from the area office.
- b. Additional Proof of Residence Requirements: when required, and in addition to the two proofs of residence reflecting current residential address under Section C.1 above, the parent must present the Statement of Bona Fide Residence Form, as well as one current document from each of the three columns in the table below (ORIGINAL documentation is required and copies are not acceptable; copies will be made of all originals, except where indicated) to satisfy the proof-of-residence requirements:

Additional Proof-of Residence Requirements		
(a document from each column must be presented with the signed and notarized Statement of Bona Residence Form)		
<p>1. ONE of the following ORIGINAL DOCUMENTS with Parent's picture ID from the following list (used for parental identification ONLY).</p> <ul style="list-style-type: none"> a. Current Florida State Driver's License, or b. Current Florida State ID Card; or c. Valid Passport (passport will not be copied) or consulate – issued photo ID; or d. Valid employee ID. 	<p>2. ONE of the following ORIGINAL DOCUMENTS with the parent's name and address:</p> <ul style="list-style-type: none"> a. Current valid vehicle registration; or b. Current credit card statement (may block out account number); or c. Current bank statement (may block out account number) issued within 35 days before the date of registration; or d. Current Florida voter registration card; or e. Current utility bill: FPL, water, etc.; or f. Current non-cellular telephone bill. 	<p>3. ONE of the ORIGINAL DOCUMENTS with the parent's name and address:</p> <ul style="list-style-type: none"> a. Current Broward County property tax bill of primary residence with parent's name and property address, indicating homestead exemption; or b. Current residential rental or lease agreement with parent's name and address, as well as manager or owner's name and phone number and record of last 2 payments (cancelled checks); or c. Current homeowners / renter's insurance policy; or d. Declaration of Domicile (notarized and recorded with the Property Appraiser's office)

- c. Other documents or information may be accepted as “proof of residence” only under extenuating or hardship circumstances.
- d. A Post Office box, private mail box/mail drop address, or commercial establishment does not meet residency requirements. Only residential street addresses are accepted. All proofs submitted must show the residential Broward County address. The residential address of a relative of the student does not meet residential requirements unless the student actually lives with the relative as the student’s primary residence.

With the exception of Section II. Special Situations, Letter B. Confidentiality Program: where a post office box is acceptable.

- e. The name and address from all three sources above must match. A hotel address is a temporary mode of residency, and it should be treated as such.
- f. If the parent resides with someone else temporarily who resides in the school’s boundary area, the parent must submit the Statement of Bona Fide Residence, signed and notarized, by the parent and the owner or lessee, with whom the parent is residing.

D. Evidence of Guardianship for the Purpose of Verifying Where the Student Resides

If the student is residing with someone other than the parent or legal guardian,
The following provisions shall apply.

- 1. If the parent lives **within the tri-county area** (Dade, Broward, or Palm Beach), the parent must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court. Applications for Temporary Custody of Minor Children by Extended Family can be obtained at the Family Unit office in the Broward County Courthouse.

When children are placed in the care of relatives and the parent resides in Broward, Palm Beach and Miami-Dade, the relative **MUST** apply for legal custody. Custody documentation can take up to 90 days. In cases of hardship, i.e., parent is incarcerated, parent is deceased, etc., the principal may determine whether or not a notarized letter may satisfy this requirement.

- 2. If a parent lives **within the tri-county area** and the student lives in a residence licensed by the Department of Children and Families, the student may be enrolled in the school that serves that licensed residence.

This section applies **ONLY** to students who are in foster care or in a residence licensed by DCF. The residence of the foster home or the residence license by DCF is the residence of record and will determine the bounded school that the student attends.

- 3. If the parent lives **outside the tri-county area** (Dade, Broward, or Palm Beach), the school will accept a notarized statement from the parent identifying the person assuming responsibility for the supervision of the child.

Schools may accept a notarized letter rather than any other legal document from a parent who lives outside the tri-county and who places the responsibility of their child with a relative or other caretaker.

E. Evidence of Medical Examination

Students, grades PreK-12, entering Florida Schools for the first time must present evidence of a medical examination performed within the twelve months prior to their initial enrollment (*F.S. 1003.22*). For purposes of this rule (D) only, enrollment shall be defined as the day the student is brought to school to fill out necessary forms (i.e., registration) for the purpose of becoming a Broward County Public School student. It is not necessarily the first day of class.

The parent/guardian who registers a student has 30 days to provide evidence of medical examinations and immunizations. Evidence of a medical examination, performed by an out-of-state or out-of-country physician must be completed within the last twelve months as required of ALL first-time enrollees into Florida schools. For students who enter Broward and have had a physical in the last year, transcribe the information to the 680 Form. A new physical is NOT required.

Parents should be encouraged to administer medication outside of school hours. However, when it is necessary to administer medication during school hours, the parent/guardian who registers the student must complete an Authorization for Medication/Treatment form in order for a student to receive medication or treatment at the school. This form must be renewed annually.

F. Evidence of Immunizations (1003.22)

1. Florida law requires that, prior to a child's attendance in a public school in prekindergarten through 12th grade, parents shall provide a Florida Certificate of Immunization (Form DH 680). The Florida Department of Health shall determine the required immunizations. Required immunizations are outlined annually in a state publication titled "Immunization Guidelines: Florida Schools, Child Care Facilities and Family Day Care Homes." This information is also updated annually in the Registrar's Handbook provided by the District Guidance Department. The original DH 680 form is a permanent school record and should be filed in the student's cumulative health record.

The 30-day waiver for a medical examination or immunizations begins when the student is registered and not the day the student enrolls and starts school or when records are received. Once the medical waiver has expired, parents should be notified and their student will not be allowed to attend school until up-to-date proof of immunization and/or medical examination is presented. A social worker referral should follow to ensure compliance. Absences for failure to be immunized are unexcused. For students who enter Broward and have had immunizations in the last year, transcribe the information to the 680 Form.

2. Students may attend school without a Florida Certificate of Immunization if they have a religious exemption (Form DH 681), a temporary exemption (Form DH 680 Part B) or a medical exemption (Form DH 680 Part C).

3. Principals will issue a 30-day temporary exemption for all students except those who transfer from one Broward County public school to another Broward County public school.

Parents have 30-days to provide any and all documentation required when a student comes into the BCPS. This section pertains to ALL parents. Students will be enrolled temporarily pending documentation of immunizations and physical health or a religious exemption. After 30 days, student must remain out-of-school until said documentation is provided to the school. They are not to be withdrawn but absences will be recorded as unexcused.

V. SUBMISSION OF FRAUDULENT INFORMATION ENFORCEMENT

- A. Florida Statute 837.06 provides that whoever knowingly makes false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree. Additionally, a person who knowingly makes a false declaration under penalties of perjury is guilty of the crime of perjury by false written declaration, a felony of the third degree under FS 92.525.
- B. Students whose parents are found, after appropriate investigation, to have submitted false information in an effort to enroll a student in a school to which the student shall not have been assigned, shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school.
- C. Internal or external review personnel, including but not limited to, an investigator, may be utilized to conduct random checks by reason able means, and verify information provided and may utilize public records and databases, to the extent permissible under Florida and federal law. The District may provide information to the appropriate county or state agency for prosecution for any fraudulent information knowingly submitted.

Fraudulent documentation is a serious offense. If it is known that the parent/guardian registering a student has provided fraudulent documentation, the student should be withdrawn and assigned to his/her boundaried school. Parents should be informed that providing false information to a school official could result in legal action. FS 837.06 (1003.72)

5.1 ENROLLMENT AND WITHDRAWAL

5.1

NOTE: A student who is homeless regardless of age or a student who is 18 years old and has no financial support from a parent/guardian AND is not claimed on someone else's income tax return may register him or herself in any school.

Entering an enrollment on TERMS:

- A03 Name: The student's name is a reference field to obtain a Virtual Counselor login. Be sure to enter the name correctly. Avoid characters except for the dash Between two last names, e.g. Smith-Jones. O'Hara should be entered as Ohara with no apostrophe and no space.

Grade: In consultation with the school counselor and/or the principal, when necessary, ascertain the student's appropriate grade.

AS: Enter 38 for Foreign Exchange Students. This will exclude these students from class rank lists since they are not eligible for certain programs for which Florida residents may qualify.

Military, Postsecondary and BCC fields:

This field is for students whose parents opt out of providing directory information to this military and/or to Florida public post-secondary institutions. The default is "Y". Manually enter "N" if the parent completes an opt out form to request that this information NOT be released. Parents have 10-days from the date of enrollment to complete this form if they choose to exercise this right.

External:

The STDT # (Student Identification Number) is a reference field to obtain a Virtual Counselor parent login.

Medical Information:

Ensure that appropriate staff are familiar with any medical concerns as well as contact information and dismissal procedures as a matter of course or in an emergency.

Ethnicity & Racial Groups:

The federal government recently changed the reporting categories for student data. Starting with the 2009-10 school year, all schools in Florida will report student data to the Department of Education using the new categories.

Choose whether Hispanic or Non-Hispanic ETHNICITY:

For each student, the parent chooses the ethnicity; either "Y" for Yes, Hispanic or "N" for not Hispanic.

To choose RACE the codes are:

W White

B Black/African American

A Asian

I American Indian or Alaskan Native

P Native Hawaiian or other Pacific Islander

A05 Emergency Contact Information:

This information must be updated yearly. If a student is re-entering a Broward school, ensure that the emergency contact information is current and valid. **Only the person who registers the child may add or change the emergency contact information.** Parents should decide if this information collaboratively is in the best interest of the child. If parents have a disagreement on this information (e.g., going through a separation or divorce), it is not the school's responsibility to intercede or determine who has "rights". Whoever completed the registration form maintains the right to change emergency contact information.

Create a cumulative folder if the student is new to Broward County. If the student is returning to Broward County, request the cum folder from the last known schools. Cumulative records are maintained for 5 years at the school last attended. If the time period exceeds 5 years, create a new cumulative folder. Write the STDT # on the outside of this folder. While social security numbers may be requested, they are not required for

registration or school attendance. Should the parent provide the social security number, it should be kept inside the folder for the purpose of confidentiality.

Enrollment in home education is a school choice for parents. If a parent is interested in establishing a home education program and prior to withdrawal if his/her student, the parent shall meet with the school counselor or administrator to discuss the public school option vs. the home education option, including home education responsibilities, e.g. the parent provides the curriculum and all costs associated with the curriculum, annual evaluation, assessment options, accredited and non-accredited programs.

**5.1
ENROLLMENT AND WITHDRAWAL**

5.1

The District Guidance Department is the Superintendent’s designee for home education and as such maintains all home education records. For parents of students who have had a pattern of non-attendance and are enrolled in home education, the Guidance Department has a process in place to ensure that these students are in an educational environment where education is taking place.

At the beginning of each school year, use the appropriate code to indicate previously enrollment in a public school in the district, in another district, state/territory or commonwealth, private school, home education, never enrolled or entering school after having lived outside the United States.

Code	Definition of Entry and *Re-Entry Codes. *Re-entry codes should be entered for any student who has at least one entry code for the school year in Broward, who has withdrawn during the year, and is returning to Broward without any intervening education, e.g. private school or home education. The PRIOR SCHOOL/LOCATION CODES for students who are re-entering are the same districts, state/territory or commonwealth and country.
E01	Any PK-12 student who was enrolled in a public school in Broward the previous year. A student should have only one E01 record per year. For example, code a PK or a kindergarten student who was enrolled in a Broward PK program the previous year E01. The PRIOR SCHOOL?LOCATION CODES for students entered as E01 should be “06” for Broward, FL for state, territory or commonwealth, and US for country.
E02	Any PK-12 student whose last school was a public school outside Broward , or in another state or territory. This code is NOT USED FOR students who are enrolling from OUTSIDE THE US . The PRIOR SCHOOL/LOCATION CODES for students entered as E02 will never be “06” (Broward)
E03	Any PK-12 student whose last school of enrollment was a private school in any FL district or in another state or territory. This code is NOT USED FOR students who are enrolling from OUTSIDE THE US . The PRIOR SCHOOL/LOCATIONS CODES for students entered as E03 should be the district, state/territory or commonwealth, and country in which the private school is located. If a student was in Florida but enrolled in a correspondence course offered by a private school outside the district or state, the district, state/territory or commonwealth, and country in which the student tool the course should be entered rather than the location of the private school.

E04	Any PK-12 student who is enrolling in a public school after having been in home education in any Florida school district or in another state or territory. This code is NOT USED FOR students who are enrolling from OUTSIDE THE US . The PRIOR SCHOOL/LOCATION CODES should be the district, state/territory or commonwealth, and country (US) in which the student was enrolled in home education.
E05	Any student PK or KG for the first time. This code is for the student who has never been in a district or private school. The PRIOR SCHOOL/LOCATION CODES should be the district, state/territory or commonwealth, and country of the student's residence.
E09	Any student entering a Florida school from out-of-the country whether the student was enrolled in a school or not. The PRIOR SCHOOL/LOCATION CODES should be 99 for district, Z for state/territory or commonwealth, and the appropriate country code. The prior country should be the country in which the student was in residence from the previous June 1 st .
R01	PK-12. Assigned to a student who finishes the school year, is withdrawn from a regular term at the end of the year and re-enters the same school to attend a summer term.
R02	PK-12. Assigned to a student who is withdrawn from school and re-enters another Broward school without any intervening education, i.e., private school or home education.
R03	PK-12. Assigned to a student who unexpectedly re-enters the same or another Broward school after a period of time after withdrawing or being discharged without any intervening education, such as private school or home education.

VI. ENROLLMENT AND PLACEMENT

Following confirmation of age and residency, the parent/guardian must complete a student registration form. These forms are available at the school or may be downloaded from the Newcomers Link at www.browardschools.com under "How to Register for School." These forms are available in English, Spanish, Haitian-Creole and Portuguese from the Multicultural and ESOL Program Services Education Department. Found on website <http://web/forms/formsoptions.htm> Form # 4709.

Enrollment packets should include the registration form, the emergency contact card, the request for records form, the application for free and reduced meals, the Code of Student Conduct and student insurance information, if applicable. Enrollment packets for parents/guardians of high school juniors and seniors should also include the Opt Out form that is available on the reverse side of the Acknowledgement Form in the Code of Student Conduct.

It is the parents' responsibility to update schools with current information that include but are not limited to a change of address, updated emergency contacts, restraining orders, etc.

Sections A-C refer to enrollment and placement. School records are the easiest way to ascertain a student's appropriate grade. Evaluation of records should be referred to the school counselor if placement is unclear. Placement is ALWAYS provisional until schools receive an official transcript of records. When no records exist, placement is based on a combination of factors to be determined by the school counselor and/or the principal or his/her designee. Records may include report cards, transcripts, a review of TERMS or Virtual Counselor. If students enroll from another Broward County school, etc.

Request transcripts from another Broward school through PONY.

Request transcripts within Florida through the FASTER system. This request is communicated via the “G” panels on TERMS.

Request transcripts outside of Florida US mail.

For assistance, contact the Registrar Liaison at the District Guidance Department, 754-321-2585.

Special care should be exercised to ensure that a student’s limited English proficiency is not a factor in determining the student’s level of knowledge/skills in the basic subject areas for placement purposes. When assessing the progress and grade placement for ELL students, the school counselors and/or the ESOL contact will determine the appropriate language program placement using a placement exam.

The Guide for Placement of Foreign-Born Students should be used for transcripts in the family’s native language. Go to www.browardschools.com/departments. Easy to use, the Guide provides detailed information on the educational programs in over 150 countries. Click on Guidance Department and then on the sidebar link, For Guidance Staff Only. Call the District Guidance Office for the password. If a satisfactory evaluation of the transcript cannot be determined using the guide, call the District Guidance Department for assistance.

A. All students, including Out-of-Country Students

No student can be assigned to a grade level based solely on age or other factors that constitute social promotion. (Explanatory Note: Social promotion occurs when a student is PROMOTED based on factors other than the student progression when the student fails to achieve the required levels in reading, writing, mathematics, or science on the FCAT of SSS (*F.S. 1008.25*))

After the start of second semester, students who transfer from a foreign country where the school year does not coincide with Broward’s school year and who have been promoted at the conclusion of the school year, will be placed in the grade level just completed for the remainder of the school year. At that time, the transfer student will be promoted.

B. By Level

1. Enrollment in Elementary/Center (Grades 2-5)

Students coming from private schools, other countries, or other states are to be accepted provisionally in the grade to which they indicate membership. Records of such students’ previous work should be required before final placement is determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within two weeks, an achievement test shall be given to determine final placement. For students from other countries, eligible for ESOL services, an ELL committee may be needed to address unique academic matters, such as students who are overage.

Students are placed, per school records. While the age of a student may not seem appropriate for a particular grade level, the previous school record determines placement. BCPS honors the grade placement of the previous setting when official documentation of a grade is provided. When records are not available, age may be used solely for placement. Students should be placed provisionally by a combination of age appropriateness, or unofficial records. Achievement tests shall determine final placement when no records exist.

2. Enrollment in Middle/High/Center

Students enrolling in a middle/high school or center shall present an official transcript of work or credit at the time of entrance. If a transcript is not presented, the student shall be enrolled on a provisional basis based upon educational records available at the time of enrollment. If upon receipt of an official transcript, it is found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. For students from other countries, eligible for ESOL services, an ELL committee may be needed to address unique academic matters, such as students who are overage. The parent(s) shall be informed of the change

Schools must take reasonable steps to obtain school records from the previous school. Charter schools within Broward County are considered lateral moves and will be received via PONY. A new cumulative record must be created for students new to Broward County regardless of age or grade. Students are placed, per school records. While the age of a student may not seem appropriate for a particular grade level, the previous school record determines placement. BCPS honors the grade placement of the previous setting when official documentation of a grade is provided. When records are not available, age may not be used solely for placement. Students should be placed provisionally by a combination of age appropriateness, assessment, or unofficial records.

Achievement tests shall determine final placement when no records exist. Parents shall be informed that if upon receipt of official records it is found that the student is enrolled in the wrong subject or grade, the student shall be immediately withdrawn and re-enrolled in the appropriate grade or subjects.

Students whose records indicate that they have not completed middle school shall be enrolled in the middle school. If the student is overage and in the 6th or 7th grade, the school counselor may refer the student via the REASSIGNMENT for UNDERAGE PLACEMENT process to an alternative program. If the student is overage and in the 8th grade, the school counselor may refer the student to the 8th GRADE ACADEMY program as a viable alternative.

When records indicate that a student has not completed middle school, he/she should not be referred to the high school for enrollment.

3. Enrollment In Public School From Home Education

Students who have been enrolled in a Home Education program and are seeking enrollment into a public school are to be enrolled.

- a. Placement at the elementary and middle school level will be determined by the principal after a review of one or all of the following:
 - (1) Annual home education evaluation (conducted by a Florida certified teacher).
 - (2) Students' home education portfolio.
 - (3) Achievement test scores provided by the parent or from a test administered by the school.

Home education statutes require that a student be evaluated annually to determine if he/she is making progress in a home education program. Evaluation tools may include FCAT, another standardized assessment, or a review of the student's portfolio by a Florida-certified teacher. When the evaluation indicates that the student has made progress (FCAT criteria for grade level, stanine score, grade level score, or teacher's statement), then the school may enroll the student in the appropriate grade level. (In home education, parents determine the grade level; however, in the public schools, the school counselor and the principal will determine the grade level that is appropriate.)

If the student has not been in home education for a year, there may not be an evaluation. In this case, the school may give the student an achievement test and together with age appropriateness, make the appropriate placement at the elementary and middle school levels.

- b. Placement at the high school level will be determined by:
 - (1) Providing an end-of-course exam for each class for which the student provides documentation of completion. The student shall earn the credit and a grade for passing the assessments. If a non-accredited private school was used to provide home education. The student shall earn a credit for passing the end-of course exam and shall receive the letter grade assigned by the private school.
 - (2) Full value of credits and grades earned shall be accepted when an accredited private school or The Florida Virtual School is used to provide home education.

The South Association of College and Schools provides two mechanisms for validating credits and grades from home education. The first is to enroll the student in a sequential course. If he/she achieves a grade of "C" or higher after the first quarter (block schools 4 ½ weeks, rotator schools 9 weeks), the student shall be awarded credit. If there is no sequential course or if the school determines that an end-of-course exam is more appropriate and the student achieves a grade of "C" or higher, credit shall be awarded. In both cases, a grade of "P" shall be recorded on the official transcript.

Using the same mechanism as described above, credits AND grades will be awarded if the student achieves a grade of "C" or higher on an end-of-course exam or if he/she achieves a grade of "C" or higher after the first quarter if a sequential course.

Students who enter public high schools from home education must present documentation of credits earned. When a home education program utilizes an accredited program, including Florida Virtual, dual enrollment or other recognized, accredited institutions, full credit for courses taken will be awarded at face value, just as it would be to any other student. To check the accreditation of any school, go to the website of the accrediting agencies that are listed below. Schools that are accredited, whether they are online, correspondence, or physical sites, will be listed as members.

www.SACS.org (Southern Association of Colleges and Schools)
www.MSACS.org (Middle States Association of Colleges and Schools)
www.NEACS.org (New England Association of Colleges and Schools)
www.NCACS.org (North Central Association of Colleges and Schools)
www.NACS.org (Northwestern Association of Colleges and Schools)
www.WACS.org (Western Association of Colleges and Schools)

www.FCIS.org (Florida Council of Independent Schools)

www.FACCS.org (Florida Association of Christian Colleges and Schools)

www.NCPSA.org (*National Council on Private School Accreditation Member Agencies)

* Member Accrediting agencies of **NCPSA** include Accrediting Association of Seventh-Day Adventists, Colleges and Universities, Association of Christian Schools International, Association of Christian Teachers and Schools, Assemblies of God, Association of Independent Schools of Florida, Association of Waldorf Schools of North America, Christian Schools International, Christian Schools of Florida, Florida Association of Christian Colleges and Schools, International Christian Accrediting Association, Kentucky Nonpublic School Commission, Montessori School Accreditation Commission, and the National Independent Private School Association.

- c. Home education students are allowed to participate in public school extracurricular activities at their boundaried school. The public school must follow Home Education registration guidelines from the Florida High School Activities Association. If a class is required in order to take part in the extracurricular activity, the school must afford the home education student the opportunity to enroll in that class. (F.S. 1006.15(3)(c))

Questions and answers regarding home education may be found at www.browardschools.com/homeed.

Only a few classes are required in order to participate in extra-curricular activities as allowed by statute. For example, students cannot participate in band if they are not enrolled in band class. However, they can participate in Math Club or Drama Club without being enrolled in math or drama; conversely, they can participate in athletics without being enrolled in Weight Training, etc.

- d. Part-time enrollment for the purpose of implementing a student's IEP is allowed for students with disabilities who are home education students.

Home education students with a current IEP are permitted to access any and all services as outlined in the IEP to meet their educational goals. Parents may request a school to initiate a Collaborative Problem Solving Team meeting when testing is needed to determine the appropriate educational programming for a student, which may include an IEP.

VI. TEEN PARENT ENROLLMENT

Students who are pregnant shall not be prohibited from attending their regular school. These students and parenting students shall receive the same education and instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs of teen parents, but is not available at regular school sites.

While teen parents must be afforded the opportunity to attend their boundaried school, Seagull School provides a specific program to meet their special needs that includes but is not limited to childcare.

VII. WITHDRAWAL

Only the parent who registers the student may withdraw the student from his/her current school, without documentation of extenuating circumstances indicating otherwise.

Points to remember:

- Only the parent/guardian who registers the student may withdraw the child from the school where he/she is enrolled.
- Upon withdrawal, the ORIGINAL 680 form with medical information must be returned to the parent.
- When a school receives a request for records from another Broward County or Florida school or a school out-of-state or out-of-country, this shall constitute a withdrawal. The withdrawal codes must be corrected for local and state data to be accurate.
- When a student has been placed in a Juvenile Justice program, withdraw as soon as the school receives notification that the program has the student in custody. Re-enroll the student upon return.
- Use the appropriate codes when students are withdrawn from your school. Correct records throughout the year when the current withdrawal code is deemed to be inaccurate.

Code	Definition
DNE	No show. For those students who are EXPECTED to enroll and do not attend, schools shall carry these students on class rosters for 10 school days. If the student has not enrolled, the district must remove the student as DNE as of the first day of school, withdrawal as of the first day of school, and delete any attendance records. This code is used ONLY at the beginning of a school year.
W01	Any PK-12 student promoted, retained, or transferred to another attendance reporting unit in the same school, e.g. students changing grade levels or homerooms within the same school.
W02	Any PK-12 student promoted, retained, or transferred to another Broward school. Student entering Hospital/Homebound ARE NOT withdrawn. They should be marked present and continue on the rolls of the school to which they are assigned.
W3A	Any PK-12 student who withdraws to attend a public school in another FL district.
W3B	Any PK-12 student who withdraws to attend another public school out-of-state.
W04	Any PK-12 student who withdraws to attend a non-public school in or out-of-state.
W05	Any student age 16 or older who voluntarily leaves school with no intent to return. It is required that school staff conduct an EXIT INTERVIEW with these students to re-engage them in a more appropriate and/or beneficial school choice such as an alternative center or a teen parent center.
W06	Any student who graduated and met all the requirements for a standard diploma.
W06A	Any student who graduated and met all the requirements for a standard diploma based on the 18-credit college preparatory graduation option.
W06B	Any student who graduated and met all the requirements for a standard diploma based on the 18-credit career preparatory graduation option
W07	Any student who graduated with a special diploma based on option one: mastery of SSS or Special Diploma.
W08	Any student who received a Certificate of Completion.
W8A	Any student who met all requirements for a standard diploma except passing the FCAT AND is eligible to sit for the College Placement Test and be admitted to

	remedial or credit courses at a state community college as appropriate.
W09	Any student who left school with a Special Certificate of Completion.
W10	Any PK-12 student in a GED Exit Option Model who passed the GED AND the graduation test, e.g. FCAT, ACT or SAT concordant score and was awarded a standard diploma.
WGD	Any student participating in the GED Exit Option Model who passed the GED but DID NOT pass the graduation test and was awarded a State of Florida diploma.
W12	Any PK-12 student withdrawn from school due to death.
W13	Any PK-12 student withdrawn from school due to court action.
W15	Any PK-12 student withdrawn from school due to non-attendance.
W18	Any student who withdraws from school due to medical reasons.
W21	Any PK-12 student who is withdrawn due to expulsion.
W22	Any PK-12 students whose whereabouts are unknown.
W23	Any PK-12 student who withdraws for any reason other than W01-W22 or W24-W27.
W24	Any PK-12 student who withdraws to attend a home education program.
W25	Any student under the age of 6 who withdraws from school. (This MAY NOT BE USED for students age 6 or above.)
W26	Any student who withdraws to enter the adult education program prior to completion of graduation requirements.
W27	Any student who graduated with a special diploma based on option two, mastery of employment and community competencies
WPO	Any student who is withdrawn subsequent to receiving a W07, W08, W09 or W27 during the student's year of high school completion.
WFW	Any student who graduated with a standard diploma and an FCAT waiver.
WFT	Any student who graduated with a standard diploma and satisfied the graduation test requirement through an alternate assessment.
WFA	Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the state approved graduation test requirement through an alternate assessment.
WFB	Any student who graduated with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the graduation test requirement through an alternate assessment.
WGA	Any student who completed the GED Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment and was awarded a standard diploma.

- A. Pursuant to F.S. 1003.21, a child who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the child files a formal declaration of intent to terminate school enrollment with the district school board.
1. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and the child's parent or legal guardian.

2. The school district must notify the child's parent of the child's declaration of intent to terminate school enrollment.
- B. The school shall conduct an exit interview and complete a Drop Out Survey, as outlined in SB Policy 5.5 Attendance for all students who withdraw from school prior to graduation, regardless of age (SB Policy 5.5).

The Declaration of Intent form is available from administrators and/or guidance or by contacting the district School Social Work and Attendance Department.

- C. Students under 16 years of age may not be withdrawn from school for any reason unless covered by an exemption (F.S. 1003.21) coordinated by the Student Welfare and Attendance Department and approved by the Area Superintendent or expelled through Board action. This shall not be constructed to preclude any student who transfers, withdraws, or is withdrawn for any of the above reasons, from returning to the regular school program, providing the proper procedures for remaining in or returning to school have been followed.

Students with poor attendance, a history of inappropriate behaviors, or who are struggling academically shall be provided with assistance to be successful. School counselors, social workers, and other professional staff provide support and/or recommend an alternative placement for these students to progress toward graduation.

- D. When a parent informs the school that the child is being withdrawn for home education and the child stops attending school, the student is to be immediately withdrawn. The District will follow-up within 10 days to ensure that parents are in compliance with compulsory education laws. Criminal charges may be filed against the parent(s) if the child is not placed in a school option within 30 days. (F.S. 1002.41 (1)(a).)

The procedure for students whose parents indicate that they will be home educated shall be: 1) refer the parent and the student to the school counselor or administrator who will provide information about home education and assist the parent in determining whether or not home education is a viable option for the student and 2) withdraw the student immediately should the parent decide to home educate the student (W24).

The District Guidance Department has a process in place to ensure that students are enrolled in an educational program. When a parent decides to withdraw his/her student from a school to home education but does not complete the enrollment process (a letter to the Superintendent), the School Social Work and Attendance will follow up. The student shall NOT BE MARKED ABSENT, but rather he/she shall be withdrawn for that process to work effectively.

IMPORTANT PHONE NUMBERS for ASSISTANCE with THIS POLICY

District Guidance Department	754-321-2584
Department of Children and Families	954-467-4298
Family Unit, Broward County Courthouse	954-831-5520
Homeless Education	754-321-2494
Pre K-2 Department	754-321-1961
Home Education, District Guidance	754-321-2586
Health Education Services	754-321-2270
Multicultural and ESOL Program Services Education Department	754-321-2950
District Registrar Liaison, District Guidance	754-321-2586
School Social Work and Attendance Department	754-321-2490
NCLB	754-321-3030
Reassignment Office	754-321-3035
ETS Help Desk	754-321-0411
Bright Futures	1-888-827-2004

Authority: F.S. 1001.4
 F.S. 1003.21
 F.S. 1003.22
 F.S. 1008.25
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