

Registration Requirements

- **Photo ID** - Anyone who registers a student must show a Photo ID
- **Birth Certificate** - or copy faxed from any previous K-12 school to our office. (not from a day care or pre-school)
- **Social Security Card** - (if available)
- **Health Examination (physical)** - The exam must be dated within 12 months prior to registration. Not required for students transferring from any Florida public or private school unless registering a Kindergarten student. For information concerning Health Examinations.
- **Florida Certificate of Immunization** - can be obtained free by taking your former state's immunization record to the Lee County Health Department, 3920 Michigan Ave., Ft. Myers, FL. Appointment is required please call 239-461-6100. For the Lee County Health Department.
- **Proof of Address** (Only ONE of the following documents are required)
 - **Current electric bill, water bill, cable bill or any utility bill that shows a service address.**
 - **Signed Lease Agreement or Statement From Landlord** on their letterhead verifying occupancy. **Leases and Landlord statements may require verification. Additional documentation may be required prior to registration or change of address.*
 - **Homestead Exemption Card** - If you have property with homestead, that is the address that **MUST** be used when enrolling your child.
 - **If you are building a house** - Mortgage Acceptance Letter including: your name, loan number, property address and a letter from the builder with an expected completion date. (The completion date and the date the child will start attending school must be within a sensible time period in relation to each other).
 - **If you are buying a house** - Settlement statement or mortgage acceptance letter including: your name, loan number, property address and closing date. We **DO NOT** accept: sales contracts, commitment letters, pre-approval letters or truth in lending statements.
 - **If living with relatives or friends** - A letter from them listing your name and the names of your children, stating that you are residing at their address **AND** a copy of **ONE** of the documents listed above to verify their address
- **Proof of Custody** is required if child is not living with both natural parents.
- **Name and address of last school attended**
- **Copy of Last Report Card** *(If available)*
- **Copy of IEP (Individual Education Plan)** if your child is in an Exceptional Student Education Program (ESE).