

5112 - ENTRANCE REQUIREMENTS

Before admitting a child to kindergarten, the principal shall require evidence that the child has attained the age at which s/he should be admitted in accordance with Policy 5200. The Superintendent may require evidence of the age of any child whom s/he believes to be within the limits of compulsory attendance as provided for by law. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- A. a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births;
- B. a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent;
- C. an insurance policy on the child's life that has been in force for at least two (2) years;
- D. a bona fide contemporary religious record of the child's birth accompanied by an affidavit sworn to by the parent;
- E. a passport or certificate of arrival in the United States showing the age of the child;
- F. a transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- G. if none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or, if these are not available in the county, by a licensed practicing physician designated by the School Board, which states that the health officer of physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

In addition, the principal will require the following documents:

- A. proof of residency – Any two (2) of the following:
 - current utility bill for power, water, cable, sewer, or landbased telephone (not cellular); rental agreement or lease; closing document; Pinellas County tax statement with homestead exemption. The items must be recent and contain the name of the parent/guardian and service address on it. If parent cannot produce ~~one (1)~~ two (2) of these items in the name of the parent or guardian, an Affidavit of Residency must be completed, notarized, and submitted with ~~one~~ two (2) of the items listed in the name of the person with the child resides and who is listed on the affidavit.
- B. child's social security number

School system personnel are required to ask for this, but the child is not required to have one.
- C. child's most recent report card

An official report card, transcript, or letter from a proper school authority which shows record of attendance, academic information, and grade placement of the student. This requirement is for students entering grades 1-12. If available, the report card should include the school's address and phone number.

D. Florida Certificate of Immunization

All new students entering school in Florida for the first time must have a completed Florida Certificate of Immunization (DOH 680) appropriate for their grade level.

E. physical examination certificate

All new students entering school in Florida for the first time must have a school health examination certificate signed by a licensed examiner (certificate must have been issued within twelve (12) months prior to enrollment/registration).

F. any educational plan for the student (e.g., Individual Educational Plan (IEP), Section 504 Plan, or Educational Plan).

Children and youths who are experiencing homelessness shall be governed by Policy 5111.01.

Admission and Grade Placement

The grade placement of any student new to any school is determined by the principal and professional staff on the basis of results of tests administered by the school and other appropriate considerations. The final decision in regard to grade placement is the responsibility of the principal.

Prior to admission to a school center, out-of-state public and all non-public school transfer students entering kindergarten and first grade must, in addition to presenting evidence of the items required for other elementary students (as indicated below), present official documentation that the student's parent(s)/guardian(s) was a legal resident of the state in which the student was previously enrolled in school.

Prior to admission to a school center, out-of-state public and all non-public school transfer students entering grades two through twelve (2-12) must present evidence of the following:

- A. An official report card or letter from a proper school authority which shows record of attendance, academic information, and grade placement of the student;
- B. Evidence of immunization against communicable diseases, as required by Section 1003.22, F.S.;
- C. Evidence of date of birth, in accordance with Section 1003.21(4), F.S.; and
- D. Evidence of a medical examination completed within the twelve (12) months prior to transfer, in accordance with Section 1003.22, F.S.

After initial placement in a grade, the student will be evaluated and a grade level assignment will be made by the principal.

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1003.01, 1003.21, 1003.22
F.A.C. 6A-1.098, 6A-1.0985

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Approved as to form and legality



School Board Attorney