

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 – Compulsory Attendance](#). 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 land-based 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 two (2) of these items in the name of the parent or guardian, an Affidavit of Residency must be completed, notarized, and submitted with 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.

1 D. Florida Certificate of Immunization

2
3 ~~All new students entering school in Florida for the first time must have a completed~~
4 ~~Florida Certificate of Immunization (DOH 680) appropriate for their grade level. As~~
5 ~~required by F.S. 1003.22 and Policy 5320 – Immunization, all children enrolling in a~~
6 ~~District school shall meet the immunization requirements set forth in State law.~~

7 E. ~~physical~~health examination certificate

8
9 ~~All new students entering school in Florida for the first time must have a school health~~
10 ~~examination certificate signed by a licensed examiner (certificate must have been~~
11 ~~issued within twelve (12) months prior to enrollment/registration). Each child who is~~
12 ~~entitled to admittance to kindergarten or is entitled to any other initial entrance into a~~
13 ~~public school in the District must have a certification of a school-entry health~~
14 ~~examination performed by a licensed examiner within one (1) year before enrollment~~
15 ~~in school.~~

16 F. any educational plan for the student (e.g., Individual Educational Plan (IEP), Section
17 504 Plan, or Educational Plan).

18 Children and youths who are experiencing homelessness shall be governed by [Policy 5111.01](#).

19
20 **Admission and Grade Placement**

21
22 The grade placement of any student new to any school is determined by the principal and professional
23 staff on the basis of results of tests administered by the school and other appropriate considerations. The
24 final decision in regard to grade placement is the responsibility of the principal.

25
26 Prior to admission to a school center, out-of-state public and all non-public school transfer students
27 entering kindergarten and first grade must, in addition to presenting evidence of the items required for
28 other elementary students (as indicated below), present official documentation that the student's
29 parent(s)/guardian(s) was a legal resident of the state in which the student was previously enrolled in
30 school.

31
32 Prior to admission to a school center, out-of-state public and all non-public school transfer students
33 entering grades two through twelve (2-12) must present evidence of the following:

- 34
35 A. An official report card or letter from a proper school authority which shows record of
36 attendance, academic information, and grade placement of the student;
37
38 B. Evidence of immunization against communicable diseases, as required by [Section 1003.22](#),
39 F.S.;
40
41 C. Evidence of date of birth, in accordance with [Section 1003.21\(4\)](#), F.S.; and
42
43 D. Evidence of a ~~medical~~ school-entry health examination ~~completed~~ performed by a licensed
44 examiner within the twelve (12) months prior to transfer, in accordance with [Section 1003.22](#),
45 F.S. Students transferring into the District from a school within the State of Florida who have
46 completed a health examination form as part of their school record need not be re-examined.
47 Examinations performed out-of-state may be accepted if performed within one (1) year of
48 entry and include documentation and reported on the official forms of the physician. A
49 student may have up to thirty (30) days to present a certification of a school-entry health
50 examination.
51
52

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

3 F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1003.01, 1003.21, 1003.22

4 F.A.C. ~~6A-1.098~~6A-6.024, 6A-1.0985

5 Adopted 12/9/09; Revised 6/29/10, 9/24/13, XX/XX/XX

6
7 Approved as to form and legality:

8
9

10 

11 School Board Attorney ~~School Board Attorney~~
12 ~~School Board Attorney~~ *Staff Attorney*

13