

**Miami-Dade County Public Schools**  
**Registration Requirements**

**Hours of Registration \_\_\_\_\_**

Miami-Dade County Public Schools is committed to the education of all children. Your child's enrollment in this school is very important. If you cannot produce any of these documents, please ask to speak to an administrator.

**I. ENTRIES FROM OUT-OF-COUNTY, STATE, COUNTRY, AND PRIVATE SCHOOLS**

**A. AGE AND LEGAL NAME VERIFICATION – Must provide **one** of the following:**

1. **Duly attested** original birth certificate or birth card – Must be original; hospital certificate not acceptable.
2. Duly attested Certificate of Baptism with a parent **affidavit**
3. Insurance policy on the child's life in force for two years
4. **Bona fide** bible record with parent affidavit
5. Passport or Certificate of Arrival in the U.S. showing age of child
6. **Transcript** of school records of at least four years prior, stating date of birth
8. Affidavit of age signed by parent and Certificate of Age signed by public health officer

**B. PROOF OF ADDRESS – Must provide **two** of the following:**

1. **Broker's** or Attorney's statement of parents' purchase of residence OR **properly executed** lease agreement
2. Current Homestead Exemption Card
3. Electric deposit receipt or electric bill, showing name and service address

**C. HEALTH REQUIREMENTS – Must provide **both** forms:**

1. Student Health Examination – DH 3040 yellow form health examination performed within one year prior to enrollment
2. Florida Certificate of Immunization – DH 680 blue card from a private doctor or local health provider

**D. SCHOOL RECORDS**

- For grade placement and verification of credits earned
- Interpretation of foreign records at no cost available from Attendance Services

**II. TRANSFERS FROM ANOTHER MIAMI-DADE COUNTY PUBLIC SCHOOL**

- Parent or legal guardian must bring a withdrawal slip from sending school
- Proof of address in name of parent/guardian

**(Please see definition of terms on the back)**

**Revised, September 2009**

## GLOSSARY

**Duly attested:** Affirmed to be true or genuine. Solemnly declared in writing to support a fact. Certified.

**Affidavit:** A written or printed declaration or statement of facts, voluntarily made and confirmed by oath of person making it, taken before a notary.

**Transcript:** Document from the prior school bearing the seal and/or signature of a school official or registrar.

**Bona fide:** In or with good faith; honestly, openly, and sincerely. Without deceit, simulation, pretense, or fraud.

**Broker:** A person licensed to sell real estate (houses, etc.)

**Properly executed:** Fully signed and current lease agreement. Lease signed by landlord and tenant with term and rent.

### SPANISH TRANSLATION

### GLOSARIO

**Duly attested:** Certificado, auténtico, atestiguado. Dar fe a través de una deposición.

**Affidavit:** Declaración jurada; testimonio, affidavit; atestiguación.

**Transcript:** Copia de las notas del alumno dadas por la escuela con el sello de dicho centro o con la firma de un oficial escolar o de la persona encargada de matricular a los alumnos.

**Bona fide:** Buena fe, honesto, sincero. Sin fraude.

**Broker:** Agente de bienes raíces. Person con licencia para vender propiedades (casas, etc.)

**Properly executed:** Escritura de arrendamiento (renta) firmada por el dueño y el arrendatario, con la fecha corriente, el plazo, y la cantidad.

### CREOLE TRANSLATION

### TRADIKSYON TÉM

**Duly attested:** Afime li vre e li otantik. Dek larasyon pa ekri pou sipòte yon fé. Li sétifye.

**Affidavit:** Yon deklarasyon ekri e enprime oswa yon temwayaj ki fèt volontéman e ki konfirme ma moun ki fé la lé li sémante devan noté.

**Trancript:** Doliman ki soti nan lekól kote timoun nan te ye anvan an, ki genyen so ak/oswa siyali ofisyél lekól la.

**Bona fide:** Fét ak tout onétete epi bón fwa san kache ak tout senserite. San desepsyon, pretans oswa manti.

**Broker:** Se yon mun ki gen lisans pou vann kay ak té.

**Properly executed:** Se yon kntra ki siyen kote tout moun dakó. Se yon papye legal pwopriyeté a siyen ansanm ak locaté a ak tout régleman lokasyon yo.