

REGISTRATIONS & WITHDRAWALS

- The parent or legal guardian must register or withdrawal the student.
- The following documentation must be presented.

REGISTERING STUDENTS NEW TO MDCP SCHOOLS

AGE AND LEGAL NAME VERIFICATION

Must provide **ONE (1)** of the following:

- Duly attested original birth certificate or birth card – Must be original
- Duly attested Certificate of Baptism with a parent affidavit
- Insurance policy on the child's life in force for two years
- Bona fide bible record with parent affidavit
- Passport or Certificate of Arrival in the U.S. showing age of child
- Transcript of school records of at least four years prior, stating date of birth
- Affidavit of age signed by parent and Certificate of Age signed by public health officer

VERIFICATION OF ADDRESS

Must provide **TWO (2)** of the following:

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

HEALTH REQUIREMENTS

Must provide **BOTH** forms:

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

PREVIOUS SCHOOL RECORDS

For grade placement and verification of credits earned.

TRANSFERS FROM ANOTHER MDCP SCHOOL

WITHDRAWAL SLIP from sending school

VERIFICATION OF ADDRESS

Must provide **TWO (2)** of the following:

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

WITHDRAWAL TO ANOTHER MDCP SCHOOL

Must provide **TWO (2)** of the following:

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