PASCO COUNTY SCHOOL DISTRICT NOTICE REGARDING ENROLLMENT

All students must attend the school in the district where their parents/legal guardians reside unless they have an approved assignment to another school or program (e.g., School Choice). Applications for School Choice may be obtained by visiting the Educational Options website. Completed applications must be submitted during specified application periods.

The school district expects residence information submitted regarding students to be truthful and accurate, and district forms pertaining to residence and household membership shall be verified under penalties of perjury.

Section §837.06, Florida Statutes, provides that, "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree." Additionally, a person who knowingly makes a false declaration under penalties of perjury commits a felony of the third degree, pursuant to section 92.525, Florida Statutes. Providing school officials false information regarding your residence when enrolling your child may result in your child being withdrawn and/or reassigned to the appropriate zoned school, and referral of the matter to law enforcement for possible criminal prosecution. Additionally, falsification of this information may result in the permanent revocation of your child's privilege to engage in extracurricular activities, including organized sports.

Parents/legal guardians are responsible for notifying the school principal if there is a change in residence or parental responsibility of the student within five (5) days, even if the parent thinks the student is still in the school's zone. Failure to give timely notice may result in a reassignment to the student's zoned school and/or loss of eligibility for athletics and other activities.

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Enrollment Document Procedures

First Time Entry (All documents must be presented for admission)

- Students entering Kindergarten
- Students entering Pasco County Public Schools from public or private schools out of state or out of country

Required Documentation

Evidence of residence:

____ Owned residence – deed **or** property tax assessment records, **and** a copy of a current utility (electric/water) bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, Florida driver's license, Florida ID card, or voter registration as evidence that parent(s) owns and lives at the residence.

____ Leased Residence – Current lease **or** rental agreement **or** a notarized letter from the landlord, **and** a copy of a current utility (electric/water) bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, driver's license, Florida ID card, or voter registration as evidence that parent(s) lives at the residence.

Other:

____ Birth certificate (original required for copying) or other evidence of age. Please see section 1003.21, Florida Statutes, for a complete list of acceptable documents

____ Physical (dated and signed by a health professional within one (1) year of enrollment (first day of school).

____ Current DH 680 State of Florida Immunization Form that is transcribed by a health professional.
(See Immunization/Physical Requirements for school entry)

____ Social Security number, if available (verify number with card; do not copy card). The district shall request each student enrolling in school provide his or her social security number as required by section 1008.386, Florida Statutes. Parent disclosure of their child's Social Security number is voluntary.

If applicable:

____ Legal documents i.e., a copy of any current judgment of divorce (dissolution of marriage)

or other court order establishing the right of custody will be required for registration.

General Overview of Parental Rights of Access to Students and Students Records

Note: Please see the Student Progression Plan for information regarding Kindergarten/First Year Primary Legal Requirements for enrollment.

Students Previously Enrolled Within the State of Florida

- Students Previously Enrolled in Pasco County Public Schools
- Students Previously Enrolled in Public School Within the State of Florida
- Students Previously Enrolled in Private School Within the State of Florida

Required Documentation

Evidence of residence:

____ Owned residence – deed **or** property tax assessment records, **and** a copy of a current utility (electric/water) bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, Florida driver's license, Florida ID card, or voter registration as evidence that parent(s) owns and lives at the residence.

____ Leased residence – Current lease **or** rental agreement **or** a notarized letter from the landlord, **and** a copy of a current utility (electric/water) bill or initial order for service; **and** one of the following current documents supporting stated address: auto registration, driver's license, Florida ID card, or voter registration as evidence that parent(s) lives at the residence.

Other:

_____ A student who has previously been enrolled in a Florida school can attend for up to 30 school days until immunization records can be obtained. If after that time required immunization records are not available or incomplete, the student shall be temporarily excluded. (F.S. 1003.22)

_____ If a student has ever been in a Florida public or private school at any time throughout his/her school career, a new physical examination is NOT required for entry.

If applicable:

____ Legal documents i.e., a copy of any current judgment of divorce (dissolution of marriage)

or other court order establishing the right of custody will be required for registration.

General Overview of Parental Rights of Access to Students and Students Records

Note: Please see the Student Progression Plan for information regarding Kindergarten/First Year Primary Legal Requirements for enrollment.

Homeless Students

Authorized under Federal law through the McKinney-Vento Homeless Education Assistance Act, the Students In Transition (S.I.T.) Program provides services to ensure identified homeless children and youth have access to a free and appropriate public education by removing barriers due to homelessness. Additional information can be found at Students in Transition Program website.

Affidavit of Residency

All students must reside with at least one parent or legal guardian. Proof of guardianship is a photocopy of the court order appointing guardianship. Under extenuating circumstances, a notarized Affidavit of Residence may be accepted if proof of residence can be validated. For additional information regarding this option, please visit your school of residence.

Legal Notices

Additional information concerning parental/legal notices can be accessed at the district's Parent and Legal Notices website. We welcome parents and students to familiarize themselves with this information to ensure a safe and healthy learning environment for students.

Elementary Enrollment Documents

Registration Forms

Student Registration Form

- **MIS 148** Student Registration Form - Register student for data entry (Revised 4/17)

Information Card

- **MIS 105** Information Card - Provide school front office and teachers with information (Revised 4/17)
- **MIS 105 Sp.** Information Card - Provide school front office and teachers with information (Revised 4/09)

Grades PreK - 5 Emergency Information

- **MIS 416** Grades PreK - 5 Emergency Information - To record family data on students for emergencies (Revised 4/17)
- **MIS 416 Sp.** Grades PreK - 5 Emergency Information (Spanish Version) - To record family data on students for emergencies (Revised 3/15)

ESOL Home Language Survey

- **MIS 580** ESOL Home Language Survey - HLS must be part of student's registration. (Revised 3/17)
- **MIS 580 Sp.** ESOL Home Language Survey - HLS must be part of student's registration. (Revised 2/16)

Health Information Form

- **MIS 442** Health Information Form - Student - Used to record student health information (Revised 5/13)

Migrant Questionnaire

- **MIS 142** Migrant Questionnaire - This form is included in the registration packets that parents and/or guardians fill out (Revised 4/17)

Secondary Enrollment Documents

Registration Forms

Student Registration Form

- **MIS 148** Student Registration Form - Register student for data entry (Revised 4/17)

Information Card

- **MIS 105** Information Card - Provide school front office and teachers with information (Revised 4/17)
- **MIS 105 Sp.** Information Card - Provide school front office and teachers with information (Revised 4/09)

Grades 6-12 Emergency Information

- **MIS 415** Grades 6-12 Emergency Information - To record family data on students for emergencies (Revised 4/17)
- **MIS 415 Sp.** Grades 6-12 Emergency Information - To record family data on students for emergencies (Revised 3/15)

ESOL Home Language Survey

- **MIS 580** ESOL Home Language Survey - HLS must be part of student's registration. (Revised 3/17)
- **MIS 580 Sp.** ESOL Home Language Survey - HLS must be part of student's registration. (Revised 2/16)

Health Information Form

- **MIS 442** Health Information Form - Student - Used to record student health information (Revised 5/13)

Migrant Questionnaire

- **MIS 142** Migrant Questionnaire - This form is included in the registration packets that parents and/or guardians fill out (Revised 4/17)

Additional Forms

Release of Records

- **MIS 791** Release of Records - Permission - Request for release of student info. (Revised 7/15)

Affidavit of Residency

- **MIS 141** Affidavit of Residency - Used by parents and/or legal guardians when registering students (Revised 4/17)

Additional Forms

Release of Records

- **MIS 791** Release of Records - Permission - Request for release of student info. (Revised 7/15)

Affidavit of Residency

- **MIS 141** Affidavit of Residency - Used by parents and/or legal guardians when registering students (Revised 4/17)

DISTRICT SCHOOL BOARD OF PASCO COUNTY
STUDENT REGISTRATION FORM

MIS Form #148
Rev. 4/17

Student's Legal Name: Last Appendage (Jr., etc.) First Middle

Home Address: # and Street Name Apt/Bldg

City State Zip Zip+4

Mailing Address (only if different from the home address): Mailing

Address

City State Zip Zip+4

Resident of this school's attendance zone? ____Yes ____No

Resident of Pasco County?____Yes ____No

Primary Phone (____) ____-____ Unlisted?____Yes____No
Area Code Phone Number

The primary phone number listed above is a?____Landline Phone____Cell Phone

Is the student Hispanic or Latino? ____Yes ____No

Race (mark all that apply):____American Indian or Alaska Native ____Asian ____Black or African American
____Native Hawaiian or Other Pacific Islander ____White

Sex (M/F)____Birth Information - Date____City____State____
Month/Day/Year

Country of origin USA ____ Other specify ____

Student's Social Security # (optional)____ Grade ____
The SSN will not be used to identify a student's immigration status. The Notice of Social Security Number Disclosure can be read on the District School Board of Pasco County's website.

Name and address of school last attended____(____)____-____
School Name Area Code Phone Number

and Street Name City State Zip

If the student has ever attended school in Florida, please enter the school name, county, and school year:

School Name County School Year

Florida Student # (if known) ____

Has the student ever been retained?____Yes ____No If yes, which grade(s)? ____

Has the student ever been enrolled in an alternative, ESOL, gifted, or special education program(s)?____Yes ____No If yes, which program(s)?____Is the student presently in this program(s)?____Yes ____No Does the student have a health condition that substantially interferes with his/her learning?____Yes ____No If yes, explain ____

Has the student dropped out of school and is now returning?____Yes ____No

Are the driver license requirements the reason or one of the reasons the student is returning to school? ____Yes ____No

Has the student ever been recommended for expulsion?____Yes ____No If yes, which school year(s)? ____

Has the student been arrested resulting in a charge and juvenile justice action?____Yes ____No

FOR KINDERGARTNER ONLY:

Did the student attend a PreK program (includes churches) or a family day care home in Pasco County last year?____Yes ____No

If yes, did the student receive a government subsidy to pay the total or partial cost of this PreK child care last year?____Yes ____No

FRONT OFFICE USE ONLY:

EntryDate/Code____
Teacher/Team____
Grade____
District Student # ____
Birth Verification Yes____Code____
Physical Yes____No____Date____
Immunization Yes____Code____No____
Temporary____Exp. Date____
Records Req. Yes____No____N/A____
Custody Concerns Yes____No____
Proof of Residency Yes____No____
ESE Yes____Program____
Special Attd. Req. Yes____N/A____
Registration C____IC____
Bus Letter/Pass Yes____No____
Bus Stop Number____
Bus Number____
Home Lang. Date____
Migrant C____IC____
Emergency Card C____IC____
Cum/Folder Made Yes____No____

Please keep the school updated with current phone numbers and addresses in case we need to reach you.

MIS Form #148
Rev. 4/17
BACK

PARENT OR GUARDIAN INFORMATION:

Parent/Guardian Name _____ Workplace _____ City _____ Work Phone _____ Cell Phone _____

Parent/Guardian Email Address _____

Parent/Guardian Name _____ Workplace _____ City _____ Work Phone _____ Cell Phone _____

Parent/Guardian Email Address _____

Other Person/Relationship _____ Workplace _____ City _____ Work Phone _____ Cell Phone _____

Student lives with _____ Name _____ Relationship _____

Is there a custody concern regarding this student?_____Yes _____No

Is there a current court order concerning this student?_____Yes _____No

Is the order still valid for this school year?_____Yes _____No

NOTE: FLORIDA STATUTE PROVIDES THAT BOTH PARENTS HAVE EQUAL RIGHTS AND ACCESS TO THEIR CHILD AND HIS/HER SCHOOL RECORDS, UNLESS A COURT ORDER STATES DIFFERENTLY. COURT ORDER(S) SHOULD BE COPIED AND KEPT IN THE CHILD'S CUMULATIVE RECORD AT SCHOOL.

SIBLING INFORMATION - Names (also last names, if different) of any brothers and/or sisters in other Pasco County schools:

1. _____ First _____ Last _____ School _____ Grade

2. _____ First _____ Last _____ School _____ Grade

3. _____ First _____ Last _____ School _____ Grade

4. _____ First _____ Last _____ School _____ Grade

Is the student a child of a military family or will he or she be a child of a military family at any time during this school year?

_____Yes _____No

Have you moved in the last three (3) years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus, or other) or fishing?_____Yes _____No

Are you currently living in a motel, hotel, campground, vehicle, abandoned building, substandard housing, shelter, or temporarily living with another family?_____Yes _____No

Your signature below indicates that all information provided on this document is true and accurate. The School District expects residence information submitted regarding students to be truthful and accurate, and District forms pertaining to residence and household membership shall be verified under penalties of perjury. Florida Statutes §837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. Additionally, a person who knowingly makes a false declaration under penalties of perjury commits a felony of the third degree, pursuant to Florida Statute 92.525. Providing school officials false information regarding your residence when enrolling your child may result in your child being withdrawn and/or reassigned to the appropriate zoned school, and referral of the matter to law enforcement for possible criminal prosecution. Additionally, falsification of this information may result in the permanent revocation of your child's privilege to engage in extracurricular activities, including organized sports.

Parents/legal guardians are responsible for notifying the school principal if there is a change in residence or parental responsibility of the student within five (5) days, even if the parent thinks the student is still in the school's zone. Failure to give timely notice may result in a reassignment to the student's zoned school and/or loss of eligibility for athletics and other activities.

Parent/Guardian Signature: _____ Date: _____

DISTRICT SCHOOL BOARD OF PASCO COUNTY
HOME LANGUAGE SURVEY
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

MIS Form #580
Rev. 3/17

Date of Survey _____ Student # _____ Grade_____

Student Name _____ Date of Birth _____ / _____ / _____
First Middle Last Month Day Year

Parent or Guardian Name _____ Primary Phone _____

Parent or Guardian Email Address _____ Alternate Phone _____

ESOL Program Eligibility Questions

1. If the answer to one or more of the following questions (2-4) is yes, your child's English proficiency will be evaluated in accordance with Florida statutes to determine eligibility for ESOL language services. Please initial that you understand the above statement **before** proceeding. _____

2. Is a language **other** than English spoken in your home? Yes _____ No _____
   If yes, what language? _____
   Who speaks this language? _____

3. Does the student have a first language **other** than English? Yes _____ No _____
   If yes, what language? _____

4. Does the student most frequently speak a language **other** than English? Yes _____ No _____
   If yes, what language? _____

5. When did the student first enter a U.S. school (kindergarten-12th grade)? _____/_____/_____
   Month Day Year

6. In what language do you prefer to receive school information when possible? _____

Immigrant Children and Youth Program Eligibility Questions

Immigrant children and youth: are individuals ages 3-21; were not born in any U.S. state; and have attended one or more US schools for less than 3 full academic years. The program provides educational and cultural support.

1. Was the student born outside of the United States? Yes ___ No ___ If yes, where?_____
   Country

2. If born outside of the U.S., how many years of school has the student completed in the United States?
   ___0 years ___1 year ___ 2 years ___3 or more years

Signature _____ Relation to student _____

For more information regarding these programs, contact The Office for Student Support Programs and Services (813) 794-2251 (352) 524-2251 (727) 774-2251 http://www.pasco.k12.fl.us/esol/

DISTRIBUTION: White-Cumulative Folder; Canary-Compliance Teacher; Pink-ESOL Instructional Assistant

JUNTA DIRECTIVA DEL DISTRITO ESCOLAR DEL CONDADO DE PASCO
ENCUESTA SOBRE EL IDIOMA QUE SE HABLA EN EL HOGAR
INGLÉS PARA PERSONAS QUE HABLAN OTROS IDIOMAS (ESOL)

MIS Form #580 Sp.
Rev. 2/16

Fecha de la encuesta _____ Número de estudiante _____ Grado _____

Nombre del estudiante _____ Fecha de nacimiento: ____/____/_____
Nombre Inicial Apellido(s) Mes Día Año

Nombre del padre/madre/encargado _____ Teléfono _____

Correo electrónico del padre/madre/encargado _____ Tel. alterno _____

Preguntas sobre la elegibilidad al Programa ESOL:

1. Si la contestación a una o más de las siguientes preguntas (2-4) es sí, se evaluará el conocimiento del idioma inglés de su niño de acuerdo a las leyes de Florida para determinar su elegibilidad a los servicios de lenguaje ESOL. Favor de firmar sus iniciales afirmando que entiende esta declaración antes de continuar. _____

2. ¿Se habla en el hogar otro idioma que no sea el inglés? Sí _____ No _____
   Si contestó "Sí", ¿qué idioma es? _____
   ¿Quién habla ese idioma? _____

3. ¿Es el idioma natal del estudiante otro que no sea el inglés? Sí _____ No _____
   Si contestó "Sí", ¿qué idioma es? _____

4. ¿Habla el estudiante otro idioma con más frecuencia que el inglés? Sí _____ No _____
   Si contestó "Sí", ¿qué idioma es? _____

5. ¿Cuándo ingresó el estudiante a una escuela en los Estados Unidos por primera vez? ____/____/_____
   (Kindergarten al grado 12) Mes Día Año

6. ¿En qué idioma prefiere usted recibir información de la escuela cuando sea posible? _____

Preguntas para elegibilidad al programa para niños y jóvenes inmigrantes

Niños y jóvenes inmigrantes: personas entre las edades de 3-21 años; no nacieron en ninguno de los estados de Estados Unidos de América; han asistido a una o más escuelas en los Estados Unidos de América por menos de 3 años académicos completos. El programa provee apoyo educativo y cultural.

1. ¿Nació el estudiante fuera de los Estados Unidos de América? Sí ___ No ___ Si contestó sí, dónde: _____
   País

2. Si el estudiante nació fuera de los Estados Unidos de América, ¿cuántos años de escuela ha terminado el estudiante en los Estados Unidos de América?

   ____ 0 años ____ 1 año ____ 2 años ____ 3 o más años

Firma _____ Parentesco con el estudiante _____

Para más información sobre estos programas, comuníquese con la Oficina para Instrucción y Aprendizaje
(813) 794-2251 (352) 524-2251 (727) 774-2251 http://www.pasco.k12.fl.us/esol/

DISTRIBUTION: White-Cumulative Folder; Canary-Compliance Teacher; Pink- ESOL Instructional Assistant

DISTRICT SCHOOL BOARD OF PASCO COUNTY
MIGRANT QUESTIONAIRE

MIS #142
04/17

Dear Parents,

In order to better serve your children, the District School Board of Pasco County is helping the state of Florida identify students who may qualify to receive additional educational services.

The information provided below will be kept confidential. Please answer the following questions and return this form to your child's school. (If you receive more than one of these surveys, only complete one and list below the names of all your children.)

1. Have you or your family moved from one town or school district to another within the state or out-of-state within the past 3 years? Yes ____ No ____

If "NO", then you do not need to complete the remainder of this survey. If "YES", please continue.

2. Did the children in your family go with you or join you at a later date? Yes ____ No ____

"NO", then you do not need to complete the remainde this survey. If "YES", please continue.

3. During the last three years, were any of these moves made with the intent to find temporary or seasonal work in agricultural or fishing-related activities? Yes ____ No ____

If "NO", then you do not need to complete the remainder of this survey. If "YES", please continue and circle all that apply.

a. working on a farm
b. working on a ranch
c. working in a cannery
d. working in a dairy
e. working in a fishery
f. working in a slaughter house
g. working on a poultry farm
h. working in a plant nursery
i. tree growing or harvesting
j. cotton farming/ginning
k. picking fruit, nuts or vegetables
l. other similar work: _____

Please complete the information. (Please Print)
Number of children in your family: _____

Name of Parent/Guardian: _____ Date:_____
Address: _____
_____

Telephone: _____ Best Time to Contact You: _____

Name of your child(ren):

_____ Age _____ Grade _____ School _____
_____ Age _____ Grade _____ School _____
_____ Age _____ Grade _____ School _____

Please forward the completed form to the Office for Student Support and Program Services - Special Programs Division

DISTRICT SCHOOL BOARD OF PASCO COUNTY

MIS Form #447
Rev. 7/02

TRANSFER STUDENT 30 DAY IMMUNIZATION WAIVER FORM

_____ _____
Student's Name Date of Enrollment

_____ _____ _____ _____
D.O.B. Grade Student Number * Exclusion Date
(30 days from enrollment)

This student is enrolling in _____
Pasco County School Name

Records were requested from _____
School last attended

If these records do not contain adequate immunization certification, the parents will be notified immediately and will be responsible for providing the school with certification before the exclusion date. If this is not done, I understand that my child will be excluded from school until the immunization records are complete.

_____
Signature of Parent or Guardian

HL #1 _____ HL #2 _____ Other parent contact: _____
Date Date Date

* File in EXCLUSION file under month of exclusion date. Comments: _____

PREVIOUS SCHOOL STUDENT EXPULSION STATUS

Prior to admission, Wesley Chapel High School shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration:

1. A sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school of Florida or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

2. A sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any of the following offenses listed below or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories: a firearm offense; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift or possession of Schedule I or II controlled substances; manufacture, sale or distribution of marijuana; arson and related crimes; burglary and related offenses; robbery; prohibited street gang participation; prohibited criminal street gang activity; or recruitment of other juveniles for a criminal street gang or street gang activity

---

PLEASE COMPLETE AND SIGN
THE APPLICABLE STATEMENT BELOW

I affirm that _____
(print student's full name)

_HAS _HAS NOT
been expelled from school attendance at a private school or at a public school in Florida or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person;

_HAS _HAS NOT
been suspended for more than thirty days from attendance at school by a school board or a private school in Florida or in another state or been withdrawn by a private school in Florida or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person; and

_HAS _HAS NOT

been found guilty or adjudicated delinquent for any offense listed in Number 2 above or any substantially similar offense under the laws of any state, District of Columbia, or the United States or its territories.

I understand that my child will be enrolled on a conditional basis in Wesley Chapel High School until the records are received. I further understand that my child may be found ineligible for enrollment at this time based on information about current suspensions or expulsions obtained from the student's record.

I certify that the information provided above is true to the best of my knowledge.

_____

(Signature of parent, guardian, or person having control or charge of child)

_____

(Date)

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Students In Transition (SIT) Program

Student Residency Questionnaire / Domicile Form

MIS Form #140
Rev. 6/10

Check all boxes that apply to your children or you in the case of a student not in the care of a parent or legal guardian.

A. Is your family residing in any of the following situations:
- ☐ 1. Sharing the housing of others due to loss of housing or economic hardship. (B) How long? _____
- ☐ 2. Living in a motel or hotel due to loss of housing or economic hardship. (E) How long? _____
- ☐ 3. Staying in a transitional or emergency shelter or FEMA trailer. (A) ☐ SADVS ☐ SUDVS ☐ GCCC ☐ Other _____
- ☐ 4. Substandard housing; without electricity, running water, health code violations, lack of cooking capabilities, etc. (D)
- ☐ 5. Sleeping in a car, campground, park or public space. (D)
- ☐ 6. Awaiting Foster Care Placement. (F) How long has this student been in your care? _____ How many foster homes has this student resided in over the last year?

B. Are you an unaccompanied youth not in the custody of a legal parent or guardian? ☐ Yes ☐ No

C. Are any of the below the reason for the displacement of your family:
- ☐ Mortgage Foreclosure (M)

Natural Disasters: ☐ Earthquake (B) ☐ Haiti ☐ Other _____
☐ Flooding (F) ☐ Hurricane (H) ☐ Tropical Storm (S) ☐ Tornado (T) ☐ Wildfire or Fire (W) ☐ Man Made Disaster (D)

D. Hurricane/Earthquake
- ☐ Yes, this student moved to this district this school year due to a hurricane/earthquake. (Y)
- ☐ Yes, this student changed schools within this district this school year due to a hurricane/earthquake. (W)
- ☐ No, this student did not move to this district and did not change schools within this district this school year due to a hurricane. (Z)

If the above is not applicable, Do Not Continue

E. List ALL children in family: (including infants and toddlers)	M/F	D.O.B.	Grade	Last Pasco County school child was enrolled in

F. List all adults in family:	M/F	Relationship to above children?	Interested in help with GED?

If you marked any of the numbers 1 through 6 in category A, your child has the following rights:

- Child must be immediately enrolled in school even if you lack a permanent address.
- Child's enrollment may not be delayed due to lack of proof of residency or other documents.
- Continued enrollment in the child's school that he/she attended before becoming homeless, or the school for which you are currently zoned.
- Child can attend classes while the new school secures previous school records.
- If enrollment dispute is made, child can continue to attend classes while dispute is being heard and resolved.
- Parent can request assistance with transportation to school.
- Child can participate in school programs with children who are not homeless.
- Child is eligible to receive free lunch.

If you have any questions about any of the rights listed above, please contact the SIT program at:
813-794-4980 / 727-774-4980 / 352-524-4980

_____ _____ _____
PRINT Parent or Guardian Name Signature Date

_____ _____ _____ _____ _____
(Area Code) Phone Number Street Address City State Zip

School Advocate or Administrator: Based on the above information, I attest that to the best of my knowledge the above named child (ren) is/are eligible for benefits under the McKinney-Vento Act.

_____ _____ _____ _____
PRINT name of school staff member (required) Title Signature (required) Date

GIVE FORM TO THE SIT OFFICE IMMEDIATELY AT #4498?

NOTICE TO PARENTS REGARDING ATHLETICS

Students previously enrolled in a different high school prior to their current District assignment, who wish to participate in athletics will be defined as student-athlete transfers by the District. Student-athletes changing school during the summer are also deemed to be student-athlete transfers.

This classification will stand no matter what time of year the transfer is made (i.e. summer or the regular school year).

Student-athlete transfers shall not participate in athletics for one (1) full calendar year from the date of enrollment at new school.

Student-athlete transfers may appeal if they are prohibited from participating due to the transfer definitions established above. The Athletic Transfer Participation Committee (ATPC) is provided for students to appeal their non-participation status. Appeal forms are available on the school and district website or through your school athletic office and/or registrar's office.

Students approved, prior to June 1, 2013, for school choice for the 2013-2014 school year will not be affected by this transfer policy, but must meet all other eligibility requirements.

For more information on the policy and / or procedures, visit your school or district website or contact your school athletic director http://www.neola.com/pasco-fl/search/policies/po2431.01.htm

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Kurt S. Browning, Superintendent of Schools
7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Athletic & Use of Facilities Department
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352/ 524-7939
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June 18, 2013

Athletic Transfer Policy (ATP) / Procedures – Effective July 1, 2013

The following procedures operationalize Athletic Transfer Policy (ATP) 2431.01. Exceptions for student-athlete transfers to allow athletic participation that may be considered by the Athletic Transfer Participation Committee (ATPC) described above include the following:

A. Full and complete move to a new residence

This section applies to a student who moves to a new home address due to a **full and complete move** by the student and the persons with whom s/he has been living for at least one (1) calendar year that makes it necessary for the student to attend a different school and meets all other eligibility requirements. A student and his/her parents cannot be a resident at more than one (1) address, and only the student's current residence may be used for eligibility purposes. The following items are evidence of a full and complete move. The requester is advised to present as much evidence as possible.

1. The former residence will not continue to be occupied for any purpose at any time by the student or any of the persons with whom the student has been living.
2. All of the student's personal belongings are moved from the former residence.
3. Mail pertaining to the student and members of their family is received at the new residence.
4. All utilities (this does not include cell phones) are transferred to the new residence.
5. Driver's license, voter registration and other forms of legal identification are changed to the new residence.
6. Forms of address verification – examples include, but are not limited to:
   a. homestead exemption information;.
   b. utility bill, including service address (no cell phone bills);
   c. proof of purchase of home;
   d. current notarized and fully executed lease agreement.

B. Necessary relocation to residence of another individual

This section applies to a student who transfers because s/he has to move into the residence of another person, making it necessary for the student to attend a

different school, and meets all other eligibility requirements. This exception applies only to the following specific situations:

1. one of the persons with whom the student has been living dies;
2. one of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility;
3. the student is made a ward of the court or State and is placed in a foster home by a court of jurisdiction; In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the ATPC;
4. guardianship must be appointed legally by a court or jurisdiction.

C. Move to new residence following marriage

This section applies to a student who marries and immediately establishes a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and meets all other participation requirements.

D. Reassignment by the District School Board of Pasco County

This section applies to a student who is reassigned to a different school by the School District, as long as the reassignment is not for athletic or disciplinary reasons, and is not requested by the student or his/her parents, and meets all other eligibility requirements.

In this case, the student may participate in interscholastic athletic competition at the school where s/he is assigned to attend.

Consideration will be given to:

1. a student-athlete with an Individual Education Plan (IEP);
   An IEP team determines that another school will better serve a student-athlete's educational needs.

2. a student-athlete who has medical and/or psychological need that warrants a transfer of schools;
   This determination will be made by the appropriate Assistant Superintendent with input from health care providers.

3. a student-athlete who transfers after an acceptance of Pasco County School Choice during the open enrollment choice period.
   Students approved prior to June 1, 2013 for school choice for the 2013-2014 school year will not be impacted by this transfer policy but must meet all other eligibility requirements.

4. a student-athlete who is considered a student in transition (SIT) and requires a transfer of schools;
   Eligibility for SIT determination will be made by the District Homeless Liaison.

5. a student-athlete who transfers to home education or charter school from a District school or to a District school from home education or charter school is allowed to participate at their zoned school only. The student-athlete must meet all requirements for participation set forth by the Florida High School Athletic Association (FHSAA).

General Regulations

A. Student-athletes of employees of the District School Board of Pasco County must meet the same guidelines set forth for all other student-athletes.

B. In the event the student's parent /guardian would like to appeal the student's non-participation status they will complete a request for appeal of athletic participation packet (ATP) and appear before the ATPC to appeal a students non-participation status. A schedule of ATPC hearing dates will be posted on the district website along with the request for appeal documentation.

C. Fraudulent, false, erroneous or incomplete information provided to the school and/or School District by the parent/guardian and/or student will result in the student-athlete being prohibited from participating in athletics for one (1) calendar year from the date in which the information is discovered. Such information may also require that the student be enrolled in the school that serves the area where the student-athlete resides. If a change of school is necessary, it will occur at the time determined to be most educationally sound for the student-athlete.

D. When a change of residence of a student-athlete occurs, it is the responsibility of the parent/guardian and student-athlete to **notify the school within ten (10) school days**. Failure to do so will prohibit a student-athlete from participating for one (1) calendar year from the date in which the information is discovered and may result in the student being returned to their zoned school.

E. Student athletes must abide by all FHSAA eligibility requirements and District School Board of Pasco County Code of Student Conduct.

Pasco County Schools
Kurt S. Browning, Superintendent of Schools
7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Mid-Season/Year Athletic Transfer Verification – Effective August 1, 2016

Any student-athlete who is authorized to transfer from one school to another must meet the following criteria:

Eligibility of students who transfer is immediate, with certain limitations:

a) School Districts, FHSAA, Charter Schools may NOT delay eligibility if student changes schools due to controlled open enrollment or choice. New controlled open enrollment provisions go into effect in 2017-18.
b) Students may not participate in the same sport in the same year at more than one school (see list of exceptions below that are clarifying language)
c) Mid-season transfers may seek to immediately join a team under certain conditions:
    1. Roster for the sport has not reached maximum size
    2. Coach determines student has skill and ability
    3. May not participate if already participated in same sport at another school that same year – unless they meet one of the items on the exception list below:

        A. Children of active duty military whose move resulted from military orders
        B. Children relocated due to foster care placement
        C. Children who move due to a court-ordered change in custody due to separation or divorce, or serious illness or death of a custodial parent.
        D. Authorized for good cause in district, private or charter school board policy.
            1. Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.

            2. Reassignment by District School Board or Charter School Board (ex. Transfer of school within the first twenty days of the school year — i.e. acceptance into a previously applied for magnet program).

            3. Undue Hardship appeal which will require the

Good Cause Review Committee to intervene and make a decision on a case led by the District Coordinator of Athletics. The following items will need to be submitted to the District Coordinator of Athletics (Copy of signed and notarized Pasco County Athletic Participation Form, copy of the FHSAA EL2, EL3, GA4, and GA7, and a letter of hardship stating the reason for the "Hardship" appeal, signed and dated by parent or guardian). Once all completed paperwork has been submitted, a decision by the committee will be given within 10 school days. This decision will be final.

- If the school decides not to amend, it must inform the parents of their rights to a hearing.
- After the hearing is held, if the decision is not to amend the records, the parents have a right to insert a statement of disagreement in the records. This statement must be maintained with the contested part of the record and disclosed whenever that part of the student record is released. If, as a result of the hearing, the decision is that the information is inaccurate, misleading, or a violation of the privacy rights of the student, the school will amend the record and inform the parent in writing of the amendment.

Are there any special provisions regarding the right to inspect records that apply to students with disabilities?

Yes. In accordance with the Individuals with Disabilities Education Act (IDEA), a parent of a student with a disability has the right to receive a response from a participating agency to a reasonable request for explanation. The parents also have a right to interpretations of the records and for a representative to inspect and review the records.

May an education agency or institution charge a fee for copies of education records?

Yes, unless imposing a fee effectively prevents a parent from exercising his or her right to inspect and review records. State Board of Education rule requires that school board policy for education records include a schedule of fees for copies of the records that does not exceed the cost of reproduction or retrieval of the records.

Do the rights of noncustodial parents differ from those of custodial parents?

No. FERPA affords full rights to either parent unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.

Do stepparents have parental rights under FERPA?

FERPA allows a stepparent to exercise all record-access rights granted to a parent when the stepparent is present in the home on a day-to-day basis, together with the child and a natural parent, and the other parent is absent.

Where can I find more information about FERPA?

A technical assistance paper is available at the Florida Department of Education website at http://www.fldoe.org/ese/tap-home.asp.

Parents can also contact:

Florida Department of Education
Student Support Services Project
325 W. Gaines Street, Suite 644
Tallahassee, FL 32399
Phone: (850) 245-7851
http://sss.usf.edu

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: (800) 872-5327
http://www2.ed.gov/policy

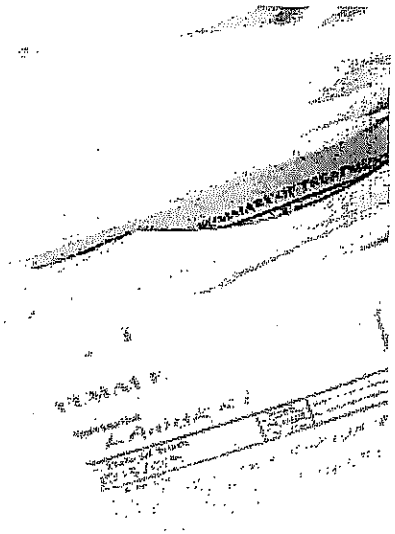
This document was developed by the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B.

Florida Department of Education
Dr. Eric J. Smith, Commissioner
313073

Family Educational Rights and Privacy Act

(FERPA)

Information for Parents



Florida Department of Education

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines educational records as all records that schools maintain about students.

FERPA gives parents the right to review and confirm the accuracy of education records. These rights transfer to the student when the student turns 18 years old or attends a postsecondary institution. At this time, the student is designated as an "eligible student" and holds the same rights as his or her parent held with respect to education records.

Prior consent is not required for schools to disclose information from an eligible student's education record to the parents if the eligible student is a dependent for tax purposes under the Internal Revenue Service rules.

The primary rights of parents and eligible students under FERPA are the right to:

- Inspect and review education records
- Seek amendments to education records
- Have some control over the disclosure of information from educational records

Commonly Asked Questions

To which educational agencies or institutions do the FERPA regulations apply?

FERPA applies to public schools and state or local education agencies that receive federal education funds. Juvenile justice educational programs are funded by a responsible school district and are subject to these regulations. Most private and parochial schools at the elementary and secondary level do not receive these federal funds and, therefore, are not subject to FERPA.

Do FERPA regulations apply to charter schools?

Yes. Charter schools are considered public schools, so FERPA regulations apply.

If a student attends a private school on a McKay Scholarship, does FERPA apply to that private school?

McKay Scholarships are supported by state (not federal) funds. If a student attends a private school on a McKay Scholarship, FERPA requirements do not apply to that school by virtue of the acceptance of scholarship funds. However, FERPA does apply if the private school receives funding from the U.S. Department of Education.

What rights exist for a parent or an eligible student to inspect and review education records?

State Board of Education rules state that the district must comply with a request within a reasonable period of time, but in no case more than 30 days after it has been made.

What limitations exist on the right to inspect and review records?

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only their specific information.

Do military recruiters have access to student information?

Yes. The No Child Left Behind Act requires local education agencies to provide military recruiters with the name, address, and telephone listing of secondary students. School districts must give parents the option to request that the information not be released.

Can a school disclose information in a health or safety emergency?

Yes. In an emergency, FERPA permits school officials to disclose, without consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals.

What conditions apply to disclosing directory information?

An institution may disclose directory information if it has given public notice to parents of students regarding:

- What the school has designated as directory information
- A parent's right to refuse to let the school designate any or all of the information about the student as directory information
- The time within which a parent must notify the school in writing that he or she does not want any or all of those types of information designated as directory information

What are the procedures for amending education records?

- The parent should identify, in writing to the school, the portion of the records believed to be inaccurate, misleading, or a violation of the privacy rights of the student.
- The school must decide within a reasonable period of time whether to amend as requested.