STUDENT ENROLLMENT STAFF AND TELEPHONE NUMBERS .................................................. 4
ENROLLMENT PROCEDURES ................................................................................................ 5
  REGISTRATION CHECKLIST ...................................................................................... 6
VERIFICATION OF LEGAL NAME ...................................................................................... 6
  □ Birth Certificate........................................................................................................ 6
VERIFICATION OF ACADEMIC HISTORY .............................................................................. 6
  • Transcript .................................................................................................................. 6
  • Birth Certificate ......................................................................................................... 6
IMMUNIZATION AND PHYSICAL REQUIREMENTS ................................................................. 7
ADDRESS ......................................................................................................................... 8
VERIFICATION OF RESIDENCE REQUIREMENTS ............................................................... 9
GUARDIANSHIP - BIRTH CERTIFICATE REQUIRED ........................................................... 10
AFFIDAVITS ....................................................................................................................... 11
GUARDIANSHIP REQUIREMENTS ..................................................................................... 12
ACADEMIC HISTORY ....................................................................................................... 13
  Check for student number .......................................................................................... 13
  How to Access/Use Student Locator ......................................................................... 13
DETERMINE THE ENROLLMENT CODE .......................................................................... 15
LIST OF SCHOOLS BY MSID .......................................................................................... 15
FLORIDA DISTRICTS ......................................................................................................... 15
STUDENT CUMULATIVE (CUM) FOLDER ORDER ............................................................. 16
EDUCATIONAL RECORDS REVIEW LOG (CARD) ............................................................ 16
PICTURE CARD .................................................................................................................. 16
  Registration Information (Light blue) ......................................................................... 16
  Health Information (Green) ........................................................................................ 16
  Testing Results (Lavender) ......................................................................................... 17
  504 (Gray) .................................................................................................................. 17
  Student Monitoring (Salmon) .................................................................................... 17
  ELL (Yellow Folder) (See next page) ........................................................................ 17
  ESE (Blue Folder) ....................................................................................................... 17
  Miscellaneous Items (Gold) ........................................................................................ 18
ADDRESS ADVENTURES .................................................................................................. 20
MOVE REPORT .................................................................................................................. 20
  MOVE REPORT 1st SEMESTER PROCEDURE ............................................................ 21
  MOVE REPORT 2nd SEMESTER PROCEDURE ............................................................ 22
CASS REPORT .................................................................................................................. 23
HOW TO ENTER AN OUT OF COUNTY ADDRESS ......................................................... 24
SPECIAL AREAS OF ATTENTION ................................................................................. 28
  ENGLISH LANGUAGE LEARNERS (ELL) ................................................................. 29
  McKay Scholarships .................................................................................................. 30
  HOME EDUCATION .................................................................................................... 30
  GUARDIAN AD LITEM GUIDELINES ...................................................................... 31
  FOSTER CARE ............................................................................................................... 32
STUDENT WITHDRAWAL PROCEDURES ....................................................................... 33
  STUDENT WITHDRAWAL PROCESS ........................................................................ 34
  (IF GOING TO A CHARTER SCHOOL, PARENTS MUST SHOW A LETTER OF ACCEPTANCE TO REGISTRAR BEFORE WITHDRAWAL TAKES PLACE.) ................................................................. 34
  TRACKING FORM ....................................................................................................... 35
TRANSFERS ....................................................................................................................... 44
  AVAILABLE TRANSFERS FROM OFFICE OF STUDENT ENROLLMENT .............. 44
  ACADEMIC YEAR COMPLETION (WAS MID-YEAR) TRANSFERS ...................... 45
  ACADEMIC TRANSFER ............................................................................................. 46
  CONTROLLED OPEN ENROLLMENT CAPACITY TRANSFER ............................... 46
  ESE SIBLING TRANSFER .......................................................................................... 47
  GRANDFATHERED TRANSFER .................................................................................. 47
MEDICAL TRANSFER.................................................................48
PENDING MOVE .................................................................48
PSYCHOLOGICAL TRANSFER .............................................48
RISING 5TH, 8TH, OR 12TH GRADE STUDENTS ......................49
SCHOOL PERSONNEL TRANSFER (STUDENTS OF OCPS STAFF) 49
PROCESS TO REVOKE TRANSFER ........................................49
SCHOOL BOARD POLICIES ..................................................50
SCREEN SHOTS ......................................................................51
ADDRESS/PHONE TAB .........................................................52
  Telephone ........................................................................ 52
  Email address ..................................................................52
  Post Office Box ..................................................................53
STUDENT HISTORICAL NAME SEARCH ..................................53
HOW TO FIX MULTIPLE NUMBERS ......................................54
BIRTHDATE VERIFICATION ..................................................55
ENROLLMENT TAB ...............................................................56
  Exception Reason ...........................................................56
  Prior School Information/Resident Status .........................57
  Educational Choice ..........................................................57
  McKinney Vento Residency Status picture .......................58
PERSONAL INFO TAB ..........................................................59
  Year entered 9th grade (Cohort Group) ..............................59
SCHOOL SPECIFIC TAB ........................................................60
  Student returning for additional year(s) after 4th year of high school 60
FEDERAL INFO TAB ............................................................61
  Immigrant Student Information .......................................61
  Military Family ................................................................62
  Homeless Students (complete all three if the student is eligible) 63
SAMPLE LETTERS .............................................................65
  TRANSFER REVOKED LETTER .........................................66
  ADDRESS CHANGED LETTER SUMMER ............................67
  ADDRESS CHANGED LETTER 1ST SEMESTER ....................68
  ADDRESS CHANGED LETTER AFTER BEGINNING OF 2ND SEMESTER 69
  EXPIRED LEASE ..............................................................70
  EXPIRED TEMPORARY VERIFICATION OF RESIDENCE ........71
  EXPIRED TEMPORARY GUARDIANSHIP ............................72
TOOLS FOR REGISTRARS .......................................................73
  WEBSITES .......................................................................73
  RESOURCES ......................................................................74
  PROPERTY APPRAISERS ...................................................74
  QUICK REFERENCES ..........................................................75
ACCESS TO STUDENT RECORDS ..........................................76
  Visits or Interviews by Third Parties ....................................77
  Sample Lease Modification Agreement .............................78
  Guardian Ad Litem Appointment Letter from the Court ........79
  Foster Care – Golden Ticket Registration form ..................81
  Parental Dietary Request Form .........................................83
  Student Number Delete Form .........................................84
Student Enrollment Staff and Telephone Numbers

Main Number: (407) 317-3233
Fax: (407) 317-3298
Direct School Contact numbers ext. 2023342, 2022191, or 2022052

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Senior Administrator
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E-mail: april.henson@ocps.net

**WENDY GUZMAN**
Support Clerk
(407) 317-3200 Ext. 2022129
wendy.guzman@ocps.net
Enrollment Procedures
REGISTRATION CHECKLIST

All date and Signature fields are disabled. They have to be filled in at time of Registration.

ORANGE COUNTY PUBLIC SCHOOLS

SCHOOL ENROLLMENT INFORMATION

To register your student in school, the following documentation is necessary:

*The School Board of Orange County, Florida is authorized to collect social security numbers (“SSN”) of students as set forth in Sections 1008.386 and 119.071 (5)(a)6, Florida Statutes. The provision of a student’s SSN on the enrollment form is optional and is not required as a condition for enrollment within the District. Any SSN provided in connection with enrollment will only be used for research, reporting and recording purposes. The collection of the SSN shall not be used for immigration enforcement. Providing the student’s SSN to the School Board of Orange County, Florida for these purposes means that you consent to the use of the student’s SSN in the manner described.

☐ Verification of Legal Name
  □ Birth Certificate

☐ Verification of Age (with one of the following):
  □ Birth Certificate
  □ Passport

To enter Kindergarten, a child must be 5 years old on or before Sept. 1.

To enter first grade, a child must be 6 years old on or before Sept. 1 and successfully completed Kindergarten.

☐ Verification of Immunization and Physical Exam
  □ Proof of immunizations on a Form 680, which can be obtained at the Orange County Health Department; 832 W. Central Blvd., Orlando, Fl. Phone Number: 407-836-2600
  □ Proof of physical examination by a U.S. doctor within a year of enrollment (first day of entry at school).

☐ Verification of Academic History
  • Transcript
  • Withdrawal Form
  • Last report card

☐ Verification of Special education information (if applicable)
  • Current IEP
  • Current 504 plan

☐ Verification of your domicile in Orange County (with one of the following):
  • Current Homestead Exemption Card, property tax statement or signed Settlement Statement
  • Current lease (Additional documentation could be requested)
  • Verification of address: Documents required available at OCPS.net. The Office of Student Enrollment 6501 Magic Way 100-B Orlando 32809 Schedule your appointment at http://enrollment.ocps.net or call 407-317-3323

☐ Verification of Guardianship
  • Birth Certificate
  □ If applicable, you must provide one of the following:
    □ Court Custody Documentation (this includes divorce decrees)
    □ OCPS Educational Guardianship (given only when the parent/guardian lives outside of Orange County or adjacent counties of Brevard, Osceola, Polk, Lake, Seminole and Volusia) available at: The Office of Student Enrollment is located at:
      6501 Magic Way 100-B, Orlando, Fl. 32809
      Schedule your appointment at http://enrollment.ocps.net or call 407-317-3233

Temporary Documentation Exemption: Students who lack a fixed, regular and adequate nighttime residence, have a right to immediate enrollment under the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11435. A completed Student Residency Questionnaire is needed to determine eligibility (page 8). For further assistance, please visit: www.homeless.ocps.net or call office: 407-317-3485.
Immunization and Physical Requirements

For School Attendance

Physical Exam within one year prior of school entry  
Valid Florida DH 680 Immunization Form (blue paper not required)


Address

“Does the family live in the zone?”
- Check Property Appraiser (including the counties that touch Orange)
- Transfer documentation if not in zoned school

What is needed

Apartment
- Parent’s name is on the lease
  - Lease Agreement
- Parent name is not on the lease
  - Verification of Residence from Student Enrollment

House
- Rent - Parent name is on the lease
  - Lease Agreement
- Rent - Parent name is not on the lease
  - Verification of Residence from Student Enrollment
- Own
  - Current Homestead Exemption or Current Property Tax Bill
Verification of Residence Requirements

You must obtain a Verification of Residence if you do not have a current lease in your name or have proof of home ownership.

The four documents needed to obtain a Verification of Residence are:

1. Parent or Guardian Driver’s License and/or state ID showing the current address
   • Online change of address confirmations from the DMV are accepted
2. An item showing parent’s/guardian’s name at the current address:
   Examples of items that may be used are…
   • Auto Registration
   • Current bill (within 30 days of visit)
   • Current pay stub (within 30 days of visit)
   • Bank statement

   Person with whom family resides must provide:

3. Proof of home ownership or current lease (i.e., Homestead Exception Card, Property Tax or Lessee Lease Agreement)
4. Driver’s License or DMV Picture ID (a photocopy or cell phone picture is acceptable).

*In some instances additional documentation may be requested.*

Verification of Residence is obtained by appointment, http://enrollment.ocps.net, at

Office of Student Enrollment
6501 Magic Way, Bldg 100B, Orlando, FL 32809
(407) 317-3233

Schools will only accept an address Verification of Residence form that has been issued by the Office of Student Enrollment.
Guardianship - Birth Certificate required

“Is this the legal parent or guardian?”
- Question: The student lives with both parents?
- If not, who?
  - State of Florida—mom is primary unless court documents state otherwise
- Need Documentation
  - Certified court documents (i.e. divorce decree or parenting plan)
  - DCF placement (signed by judge)
  - OCPS Educational Guardianship

### Relationship
- **Mom/Dad**
  - Never Married: Mom - custodial parent unless court documentation
  - Married: Either of the parents can enroll
  - Divorced: Copy of divorce papers: student goes to school based on signed court documents
- **Guardian**
  - Primary Court Custody Documentation
  - Educational Guardianship from Student Enrollment

- If parents live in Orange, Seminole, Brevard, Lake, Volusia or Osceola Counties - student has to go to school where parent lives
- If parents don't live in Orange County or any adjacent counties, guardian needs to come to Student Enrollment to obtain Educational Guardianship
Affidavits

To establish the parental residential address used in determining zoned school.

**Student Enrollment**

**Educational Guardianship**

(1 time only)

**Never married**
- Both parents required
- Birth Certificate required
- Verification of Residence

**Divorced with parenting plan**
- Both parents required
- Birth Certificate required
- Current Parenting Plan required
- Verification of Residence

**Separated**
- Both parents required
- Birth Certificate required
- Must be updated each year
- Verification of Residence
Guardianship Requirements

When it is necessary for a student to reside with an individual other than his or her parents, the individual with whom the student is residing must present at school one of the following before the student can be enrolled:

- Court Custody Documentation or
- Department of Children and Families Placement Letter (Court Document) or
- **Educational Guardianship** from Student Enrollment

**REQUIREMENTS TO OBTAIN EDUCATIONAL GUARDIANSHIP FROM STUDENT ENROLLMENT**

Parent **lives in** Orange, Brevard, Lake, Osceola, Polk, Seminole, or Volusia County

<table>
<thead>
<tr>
<th>Documents needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parent is incarcerated</td>
</tr>
<tr>
<td>• Proof of imprisonment</td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
</tr>
<tr>
<td>2. Parent is deceased</td>
</tr>
<tr>
<td>• Copy of the obituary or death certificate.</td>
</tr>
<tr>
<td>3. Parent is hospitalized</td>
</tr>
<tr>
<td>• Documents stating when the parent was admitted and possible release date.</td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
</tr>
<tr>
<td>4. Parent is deployed.</td>
</tr>
<tr>
<td>• Military deployment orders</td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
</tr>
</tbody>
</table>

Parent **lives outside** the State of Florida or outside Orange, Brevard, Lake, Osceola, Polk, Seminole, or Volusia County

<table>
<thead>
<tr>
<th>Documents needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proof of parents address outside of the seven counties listed above or the state of Florida.</td>
</tr>
<tr>
<td>2. Notarized statement from custodial parent assigning individual as the educational guardian.</td>
</tr>
</tbody>
</table>

**You will also need:**

1. The student’s birth certificate.

2. Guardian photo ID (Guardian must be present to receive guardianship).

3. Guardian’s proof of residence in Orange County.

*In some instances additional documentation may be requested.*

Without the above documentation Orange County Public Schools will not issue Educational Guardianship.

Educational Guardianship is obtained by appointment, [http://enrollment.ocps.net](http://enrollment.ocps.net), at Office of Student Enrollment

6501 Magic Way, Bldg 100B, Orlando, FL 32809 (407) 317-3233
Academic History

“Is this the correct school for the grade level?”

- OCPS withdrawal form
  - (Traditional, Charter, McKay and Home School)
- Student Detail Profile
- Transcript
- Current IEP
- Current 504 plan

Check for student number

- Check for a student number. This should be done for all students regardless of the age or prior school.
  - Check SMS (last name, first name and date of birth)
  - Check http://studentreports.ocps.net
    - District Reports (on left)
    - Student Historical Name Search
- Use the OCPS number with FLEID
- If student is coming from another Florida school district
  - Check Student Locator (see below) for student alias number, if not there then send an email to FLEID@ocps.net
  - Do not enroll until you receive a response

******Student Historical Name search

How to Access/Use Student Locator

Here are the instructions:

1. Go to this site: https://portal.fldoe.org/PORTAL/Sign-on/SSO-Home.aspx/
2. Scroll down and click on Educators

3. Scroll down click on Orange County

4. Click on Student Locator

5. Now you will see:

Hints to entering data:  tab from one data point to another.

**District---Do not use (do not enter data)**
Last name---enter (You may use lower or upper case)
First name—enter (You may use lower or upper case)
Gender---enter
Birthdate---mm/dd/yyyy (Example 01/05/2000)
Click on SEARCH

NOW—Click on the Last Name for further information for the student.

***Use the alias that is on this file. Copy the alias and enter on SMS—Personal Info Tab---Alternate number.***
Determine the enrollment code

For additional information, please review Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students


<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E01</td>
<td>Any PK-12 student whose last school of enrollment was a public school in this school district.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E02</td>
<td>Any PK-12 student whose last school of enrollment was a public school in another district in the state.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E2A</td>
<td>Any PK-12 student whose last school of enrollment was a public school in another state or United States commonwealth/territory.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E03</td>
<td>Any PK-12 student whose last school of enrollment was a private school in Florida.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E3A</td>
<td>Any PK-12 student whose last school of enrollment was a private school in another state, or a United States commonwealth/territory.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E04</td>
<td>Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E4A</td>
<td>Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States commonwealth/territory.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E05</td>
<td>Any student entering PK or KG for the first time.</td>
</tr>
<tr>
<td>Entry into Florida Public Schools this School Year</td>
<td>E09</td>
<td>Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.</td>
</tr>
<tr>
<td>Re-entry into Florida Public Schools</td>
<td>R01</td>
<td>Any PK-12 student who was received from another attendance reporting unit in the same school.</td>
</tr>
<tr>
<td>Re-entry into Florida Public Schools</td>
<td>R02</td>
<td>Any PK-12 student who was received from another school in the same district.</td>
</tr>
<tr>
<td>Re-entry into Florida Public Schools</td>
<td>R03</td>
<td>Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.</td>
</tr>
</tbody>
</table>

Updated 4/11/18

List of Schools by MSID
Florida Department of Education: Master School ID:
Link: http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm

Florida Districts:
Florida Department of Education: Appendix C: District Name Table
Student Cumulative (CUM) Folder Order

- Every student record must be kept electronically; the traditional cumulative folder is a paper copy of the official electronic copy and will be destroyed as prescribed by law.

- No Student Discipline Files, Educational Portfolios, or Residential Questionnaires (McKinney Vento) are to be filed in the Cumulative Folder.

Educational Records Review Log (Card) Very front
Picture card

Registration Information (Light blue)

- Registration packet(s)—most current in front
- Withdrawal form(s)/Request for Records
- Birth Certificate
- Social Security card (copy)
- Parent/Guardianship information— one of the documents listed below
  a) Birth Certificate
  b) Guardianship Information
  c) Divorce Decree
  d) DCF Placement
  e) OCPS Guardianship letter
  f) Legal Guardianship (court custody documentation)
  g)

- Residential Information:
  a) Proof of Domicile—one of the documents listed below
     a. Something from the Property Appraiser (if they own the property).
     b. Current Lease (if in Florida more than one year)
     c. Verification of Residence from Student Enrollment
  b) Transfer approval letter from Student Enrollment or School Choice (if applicable)

Health Information (Green)

- Immunizations (All Florida 680 form); newest on top
- Physical
- Hearing and vision screenings
- Growth and weight chart
- Health record
Academic History (Cherry)
- Final Report Cards (all levels)
- Change of grade request form
- Retention letters
  - White Permanent Record Card for grades prior to 2010-11
  - High School Grade Level Transcripts includes any Virtual school, CTE or non OCPS schools
- Community Service Hours

Testing Results (Lavender)
- All standardize test results (Test results that will show on a transcript)

504 (Gray)
- Accommodation Plan
- Committee report
- Other relevant information (such as parent request)

Student Monitoring (Salmon)
- Child Study Team/ETI
  - Attendance/Truancy letters
- AIP/Progress Monitoring Letter(s)
- RTI
- Social Worker referrals

ELL (Yellow Folder) (See next page)
Required documents in the following order:
- Testing information (CELLA, IPT, APRENDA)
- Parent Rights Letter (initial registration)
- Parental Selection of ELL Program (initial registration)
- Parent Notification of Services (each school year)
- ELL Schedule form
- ELL Committee meeting form(s)
- Extension of Instruction form(s)
- Invitation(s) to ELL Committee meeting(s)

ESE (Blue Folder)
- Current IEP and previous IEP’s
- Gifted screening record
- Staffing/Eligibility Packets including assessment reports
- Current Matrix
- Service Provider Information—Speech, OY, PT, Behavior, Health
Miscellaneous Items (Gold)

- Subpoenas
- Other non-standard items

*Please be sure to remove all paper clips and staples when archiving or passing along CUM folders to the next school*
ORDER OF ELL PORTFOLIO
(YELLOW FOLDER)

RIGHT SIDE - Bottom to Top
- Registration form (Home Language Survey)
- Supporting Documents from SMS (LLP indicators page, Enrollment)
- Programmatic Assessment
- Parents Rights Letter
- Parental Choice
- Notification of Eligibility
- Data Elements Form
- Any other documents MUST be added in chronological order with the most recent on top (Example: ELL score report, Annual Placement Letter, etc.)
- Portfolio Cover

ELL Committee Document Order and/or Extension of Instruction (Re-evaluation)
- Parent Invitation to ELL Committee Meeting Form
- Documentation (language skills checklist (teacher input form), grades, student samples, test scores, etc.)
- ELL Committee Notes Form
- ELL Committee Referral Form
- Notification of Re-evaluation and/or Program Exit Forms (if applicable)
- Re-evaluation Data Elements Form (if applicable)

LEFT SIDE - Bottom to Top
- Student Schedule with ELLP codes, Instructional Model, Minutes, Plan Date, etc.
- ELL schedules MUST be printed within ELL week and before date certain and then filed in the student’s ELL Portfolio. This is done during October AND February ELL (Survey 2 and Survey 3).
- Schedule and Plan Dates must be updated any time the student’s schedule changes. A copy of new MUST be printed and filed.
- For ELL students
  - The Post-Reclassification form MUST be completed once a student exits and filed on the Left side of the ELL Portfolio
  - At monitoring periods a copy of the report card must be filed and the Post-Reclassification updated to reflect the monitoring period. The date used is the report card date.

All other documents are added in chronological order with the most recent on the top.

Color Coding System

- LY
- LF
- TN
- LZ

Rev. 5/2015 VM
Move Report

This report identifies families that have reported to the United States Post Office that they have moved. OCPS is required by the USPS to have accurate address data for all students.

This report is scheduled to run monthly and sent from Student Enrollment to registrars. Please review flowcharts on the next two pages for 1st semester and 2nd semester procedures.
**Move Report 1st Semester Procedure**

**In the zone**
- Notify Parent & Request New Residency Documentation
- Parent Completes Pages 2 & 3 of Registration Packet
- Update Cumulative Folder with new proof of residency
- Update the address in SMS
- Student remains at the school

**Out of zone**
- Notify Parent & Request New Residency Documentation
- Parent Completes Pages 2 & 3 of Registration Packet
- Update Cumulative Folder with new proof of residency
- Update the address in SMS

**In County**
- Parent Requests Mid-Year Transfer
  - Transfer Denied
  - Student Remains until end of 1st Semester
- Transfer Approved
  - Student remains for the rest of the school year

**Out of County**
- Withdraw student
  - If near the end of grading period, withdraw after grades are posted (Call Student Enrollment if a 12th grader)
**Move Report 2nd Semester Procedure**

**In Zone**
- Notify Parent & Request New Residency Documentation
- Parent Completes Pages 2 & 3 of Registration Packet
- Update Cumulative Folder With New Proof of Residency
- Update the address in SMS
- Student remains at the school

**Out of Zone**
- Notify Parent & Request New Residency Documentation
- Parent Completes Pages 2 & 3 of Registration Packet
- Update Cumulative Folder with new proof of Residency
- Update the address in SMS
- Student remains for the rest of the school year

**Out of County**
- Withdraw student
  *If near the end of grading period, withdraw after grades are posted (Call Student Enrollment if a 12th grader)*
CASS Report

CASS report contains student address errors such as incorrect apartment number, incorrect street number and incorrect zip code. This report is e-mailed to school registrars once a month.

A few suggestions when working with CASS report:

1. Review student’s physical and mailing address on SMS
3. Use # in front of an apartment number in an address (this is the standard at the USPS uses).
4. No spaces in an apartment number (i.e., 109D instead of 109 D)
5. Leave out “,” after St, Ave, Blvd, etc.
6. Leave off a leading 0 in apartment numbers or addresses (i.e., 610 instead of 0610)

7. Entering P O Box on SMS:
If a student resides outside of Orange County and has permission to attend OCPS:

1. Enter Out of County in the Street Name search box and click search:

   **Search Filters**
   - **District Calendar:** Active (2017-2018)
   - **School:** All
   - **Street Name:** Out of County

2. Choose correct county from the available list:

<table>
<thead>
<tr>
<th>Street</th>
<th>No. Range</th>
<th>Type</th>
<th>City</th>
<th>Zip Code</th>
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<tr>
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<td>Odd</td>
<td>Starke</td>
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<td>Odd</td>
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<td>1 - 3</td>
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<tr>
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<td>Odd</td>
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<td>Out of County Duval Drive</td>
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<td>32099</td>
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<td>1 - 3</td>
<td>Odd</td>
<td>Pensacola</td>
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<td>Odd</td>
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<tr>
<td>Out of County Lee Drive</td>
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<td>Odd</td>
<td>Fort Myers</td>
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<td>Out of County Marion Drive</td>
<td>1 - 3</td>
<td>Odd</td>
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<td>Odd</td>
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<td>Odd</td>
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</tr>
<tr>
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<td>1 - 3</td>
<td>Odd</td>
<td>New Port Richey</td>
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<td>Odd</td>
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<tr>
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<td>Fort Pierce</td>
<td>34947</td>
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<td>Odd</td>
<td>Sanford</td>
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<tr>
<td>Out of County Sumter Drive</td>
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<td>Odd</td>
<td>Bushnell</td>
<td>33513</td>
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<tr>
<td>Out of County Volusia Drive</td>
<td>1 - 3</td>
<td>Odd</td>
<td>Deland</td>
<td>32724</td>
</tr>
</tbody>
</table>
3. Enter 1 for Street Number:

4. Update County field:
5. Enter out of county physical address into mailing address section:

5. Enter out of county physical address into mailing address section:

6. Update Resident Status on the Enrollment page to B – Out of county Homeless and not 0, A, or 2.
7. Update Educational Choice Status on the Enrollment page B as needed.

<table>
<thead>
<tr>
<th>Prior School District/County:</th>
<th>Orange ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior School State/Territory:</td>
<td>Florida ▼</td>
</tr>
<tr>
<td>Prior School Country:</td>
<td>United States ▼</td>
</tr>
<tr>
<td>Resident Status:</td>
<td>3-PK-12, in-county resident ▼</td>
</tr>
<tr>
<td>Residency Verification Type:</td>
<td>Deed, Homestead Exemption or Property Taxes ▼</td>
</tr>
<tr>
<td>Residency Expiration Date:</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>Educational Choice:</td>
<td>B-Parental Choice - Magnet ▼</td>
</tr>
</tbody>
</table>

N/A

A-Parental Choice-Charter/Transfers Other  
B-Parental Choice – Magnet  
C-Students continuing on NCLB  
D-Persistently Dangerous Scholarship  
E-Victim of Violent Crime  
F-Opportunity Scholarship  
M-Public McKay Scholarship
Special Areas of Attention
English Language Learners (ELL)
Multilingual Services

School districts are required to abide by a set of assurances when developing and implementing programs and services to students classified as English Language Learners (ELLs), and are required to ensure school- and district-level personnel comply with all the requirements and provisions set forth in the laws, rules, regulations, and federal court orders.

For more information regarding Multilingual Services, please contact:

Valerie Martínez, Director
407-317-3200 Ext. 2003410

Josie Medina, Senior Administrator for ESOL Compliance
407-317-3200 Ext. 2003410

Dr. Arlene Peters, Senior Administrator for Secondary Support
407-317-3200 Ext. 2003410

Debra Rivera, Finance Specialist
407-317-3200 Ext. 2002764

Support Services Clerk
407-317-3200 Ext. 2002757

Vanessa Carpio, Administrative Secretary
407-317-3200 Ext. 2002711
McKay Scholarships

- ALL enrollment and withdrawal on SMS to and from private schools must be done at the district level by the district McKay Office
- Students must have an official OCPS withdrawal with the ACTUAL date of withdrawal (the day the parent comes to the school to withdraw the student, not system entry withdrawal date) in order to go to a private school
- Use the W04 withdrawal code for any student going to a private school and scan & email the official withdrawal to the district McKay Office (ocps.mckay@ocps.net) that same day
- OCPS withdrawal must be signed and dated by the parent and an OCPS designee
- When students reenroll in public school from a private McKay school they must bring the official withdrawal from the private school (signed and dated by the parent and private school designee)
- Scan and email the official private school withdrawal as well as the first three pages of the enrollment packet (with ALL information on the top of the forms included – school name with no abbreviations, student name, student number, enrollment date, grade…) to the district McKay Office (ocps.mckay@ocps.net) to complete the withdrawal and enrollment

Contact Amy McCormick (amy.mccormick@ocps.net) for further information or questions.

Updated 5/4/18

Home Education

The purpose of the Home Education Program is to permit parents to comply with the compulsory school attendance law while teaching their children at home. For the purpose of this document, "parent" refers to the parent or guardian. Requirements of the Home Education Program are outlined in Florida Statutes.

To establish a Home Education Program, a parent must provide written notice to the district school Superintendent of intent to establish and maintain a Home Education Program. The Home Education Program applies only to students ages six through sixteen.

The parent who assumes responsibility for educating a child at home also assumes the responsibility for providing curriculum, educational materials, and evaluations necessary to determine student progress. The school system does not supply textbooks, curriculum guides, or educational standards for the home-educated student.

Please visit the OCPS.net website for links to the Home Education Packet and the Frequently Asked Questions for more information on the Home Education Program.

For more information regarding Home Education, please contact:

Toney Shoemaker, Section Leader
407.317.3314
Toney.Shoeemaker@ocps.net

Position vacant, Support Services
407.317.3200 x2022870
@ocps.net
Guardian Ad Litem Guidelines

Please review the following information pertaining to a visit or request for a student’s educational record by a court appointed Guardian ad Litem (GAL) of an Orange County Public Schools (OCPS) student. OCPS educational records and student privacy are governed by the Family Educational Rights and Privacy Act (FERPA), Florida Statutes, and OCPS Policies. All visitors on OCPS property are subject to OCPS Board Policies and the OCPS Code of Civility.

- **What is a GAL?**
  - A GAL is appointed to represent the best interests of the child in court in either a dependency action or family action. A GAL in a dependency action is appointed to represent the child in any child abuse, abandonment, or neglect court proceeding under Section 39.822, Florida Statutes. A GAL in a family action shall act as next of friend of the child, investigator or evaluator, not as attorney or advocate, but shall act in the child’s best interest under Section 61.403, Florida Statutes.

- **What do I do if a GAL wants access to records or wants to visit the student at school?**
  - The GAL should contact the school a reasonable time before their visit to notify the school administrator of the information the GAL is seeking and the GAL’s plan to come to the school. This will provide the school an opportunity to prepare the requested records and set up a time for interviews with the GAL so as to not disrupt the student’s mandated instructional time. (Please note: majority of GALs in Orange County are attorneys, please contact the Office of Legal Services to determine if an OCPS attorney should be present for any staff interviews or school meetings)
  - When the GAL arrives at the school they should present their court order and proper identification to the office staff and request to speak to the administrator. The GAL will be escorted to a private conference area where they can review records and/or conduct interviews.
  - Pursuant to Section 39.301(18), Florida Statutes, and OCPS Board Policy JLF, a school official (e.g. teacher, administrator) who is known to the child may stay for the investigation if their presence would enhance the success of the interview or if the student requests the school official’s presence.
  - The administrator should contact the parents either before or after the GAL’s visit to the school, depending on the direction given by the GAL.

- **What if the GAL wants to conduct a classroom observation?**
  - Since Orange County utilizes attorneys as GALs as opposed to non-attorney volunteers, the GAL should not be permitted to conduct a classroom observation.

- **What if the GAL wants information over the phone and I haven’t met them in person yet?**
  - OCPS generally requires all GALs to go to the school in person for records or any information pertaining to the student to protect confidential student information and to ensure that the information is being given to the proper person. If the GAL cannot physically come to the school (because they live in another state, for instance), please contact the Office of Legal Services for further guidance.

- **What do I look for in the court order?**
  - Signature of a Judge and certification by the Clerk of Court; the student’s name; the GAL’s name; and a specific paragraph granting the GAL access to educational records

- **What other rights do GALs have?**
Other than having access to records, attend meetings (if approved by the Office of Legal Services), and visiting the student, the GAL has no additional rights. The GAL cannot pick up a student, enroll/withdraw a student, sign consent forms for a student, make educational decisions for a student, etc.

- **What do I do if the GAL just shows up at the school without an appointment?**
  - Please contact the Office of Legal Services. In the event of an emergency, OCPS will make every attempt to expedite the GAL’s access to records and/or the student, however, please be advised that OCPS must abide by several education laws and rules which may prove paramount to the GAL’s request.

**Contact:**
Sarah Kopesky, Esq.
Ext. 2002955
Sarah.Kopesky@ocps.net

**Foster Care**
The Foster Care procedures we have are ever evolving so that we can adjust to the issues as they arise and we can better meet the needs of our students and parents. From now on, when we have approved a change of school, Mr. Moore will email both schools a copy of the ESSA form to allow for the release/withdrawal and admission of the student.

The person requesting changes should have proper ID and all of the necessary paperwork to do so. But when they do have the necessary documentation, please put the changes in immediately so that transportation can be ordered if necessary. A copy of the Golden Ticket is attached at the end of this handbook. You may print it when a child’s caretaker or CBC/DCF representative comes to make changes. When transportation is order, Mr. Moore include the registrar and Foster Care designee on the email so that you all can track the request and make the student aware of his pick-up and drop off times and location. The request can not be made until SMS reflects the proper address.

When a child is received at a new school or if there is a change of guardian at the same school, it is imperative that registrars get at a minimum a Golden Ticket (attached at end of handbook) and a completed OCPS registration packet within a reasonable time thereafter. This is important because a signature is required along with proper ID to validate the requested changes. Be sure to remove the parents and previous authorized persons from the pick-up list unless otherwise directed to do so by the registering party. The foster guardian should be listed on the demographics page in the first spot, and the Case Manager in the second spot. If there is no guardian initially, just use the representative from the agency that is registering the child until such time as you get more information. If at any time you are unsure about anything, call or email Mr. Moore.

Please utilize your school’s Foster Care designee’s when you are not sure about something. They have had a lot of training and may be able to help you resolve some issues you come into during the year.

For more information regarding foster care, please contact

Richard Moore, Senior Manager
407.836.9532
Richard.Moore@ocps.net

Patricia Large, Foster Care Support
407.836.7578
Patricia.Large@ocps.net
**Student Withdrawal Procedures**

*Any student* (includes charter schools, exceptional education, McKay scholarship, alternative schools, contract schools, technical schools and private schools) must have a withdrawal form from the previously attended school before the student can be enrolled in the new school. Exception: students entering from JDC.

See Checklist on the following page
(If going to a Charter School, parents must show a letter of acceptance to registrar before withdrawal takes place.)

Students withdrawing during current school year

Process: Sending school

Have parents complete Withdrawal Form

Hold the withdrawal form until after the grades are posted

(if near/at the end of any grading period), before withdrawing in SMS.

- Along with withdrawal form, send a copy of the following with the family:
  - Parent completed first 2 pages of registration packet (if staying in OCPS)
  - Student Detail Profile
  - Last report card (historical grades) and progress report (if appropriate)
  - Birth Certificate
  - Shot record if moving out of the state of Florida
  - Tracking Form

- Enter appropriate withdrawal code
- Process withdrawal—hold in W/D file and
  - wait for Request of Records from new school
- Process: Receiving school

(*No enrollment without withdrawal form*)

- Place the withdrawal form in cum folder
- Complete the registration process
- Request records from sending school
- Enter appropriate enrollment code
- Return the tracking form to sending school
Student Withdrawal Information

Student Withdrawal Process:

*Any student (includes charter schools, exceptional education, McKay Scholarship, Alternative school, contract schools, technical schools and private schools) must have a withdrawal form from the previously attended school before the student can be enrolled in the new school. Exception: students entering from JDC.

**Parent needs to:**

☐ Present ID
  - When necessary appropriate legal documents

☐ Return books, electronics, and other school materials

☐ Complete and sign withdrawal form

☐ Complete attached Student Information Form only when transferring to another Orange County Public School
  
  (If going to a Charter School, parents must show a letter of acceptance to registrar before withdrawal takes place.)

*Please allow withdrawing school 24 hours to complete the requested withdrawal*

**Documentation provided to the parent by current school:**

☐ Completed withdrawal form with grades

☐ Student Detail Profile
  
  *depending on the time of year the following may be provided*
  
  • Transcript
  
  • Last report card
  
  • Progress report

☐ Copy of the Birth Certificate

☐ Tracking form/Request for Release of Records

☐ Copy of Immunization Record (only if leaving Orange County)

☐ Completed Student Information Form **if transferring to another OCPS**
Tracking Form

On School Letter Head

To: Receiving School Officials

Our records indicate that the following student has withdrawn from our school district. In efforts to ensure that the student is enrolled in a school, we ask your assistance and cooperation in providing us the following information.

Please fax this form to our school at ___________.

Attention: Registrar

Student name:_________________________________ Grade:_____

Date of Birth:______________

Date of withdrawal from an Orange County Public School:_______

Please verify if this student has enrolled in your school.

Name of Receiving School:_______________________

School Address: ____________________________

Date of Entry:___________ Authorized Signature:____________________

School Stamp below

Thank you,
Your name
**ORANGE COUNTY PUBLIC SCHOOLS**  
**Orlando, Florida**

**Student Registration Form**  
**School Year 2018-2019**

<table>
<thead>
<tr>
<th>Last Name (Legal)</th>
<th>Generation (i.e.: JR, II)</th>
<th>First Name (Legal)</th>
<th>Middle Name</th>
<th>Preferred Name</th>
<th># Student SSN # (optional)</th>
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<table>
<thead>
<tr>
<th>Domicile Address</th>
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<tbody>
<tr>
<td>Apt #</td>
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<tr>
<td>City</td>
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<td>Zip Code</td>
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<table>
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<tr>
<th>Mailing Address</th>
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<td>City</td>
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<td>Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian - Primary E-mail Address</th>
</tr>
</thead>
</table>

**Do you have wireless Internet service at home?**  
[ ] Yes  [ ] No  
*If yes, is your wireless service reliable enough to support all students in your home being online simultaneously?*  
[ ] Yes  [ ] No  
*If yes, is your wireless service reliable enough to support all students in your home being online simultaneously without slowing when loading web pages or dropping the connection?*

**Birth Date (Month/Day/Year)**  
**The student is a twin, triplet, etc.**  
**Birthplace (City/State/Country)**

**Gender**  
[ ] Male  [ ] Female

<table>
<thead>
<tr>
<th>Federal Ethnic Category</th>
<th>Federal Race Categories</th>
<th>Do you need communication sent home in a language other than English?</th>
<th>Student Lives With</th>
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<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>White</td>
<td>[ ] Yes</td>
<td>Both Parents</td>
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<tr>
<td>Hispanic/Latino</td>
<td>Black or African American</td>
<td>No</td>
<td>OCPS Ed. Guardian</td>
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<tr>
<td>Asian</td>
<td>American Indian/Alaska Native</td>
<td>[ ] Yes</td>
<td>Mother only</td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islanders</td>
<td>Spanish</td>
<td>[ ] No</td>
<td>Legal Guardian</td>
</tr>
<tr>
<td></td>
<td>Haitian Creole</td>
<td></td>
<td>Father only</td>
</tr>
<tr>
<td></td>
<td>French</td>
<td></td>
<td>Other</td>
</tr>
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<td></td>
<td>Vietnamese</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Portuguese</td>
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<td></td>
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</table>

**OTHER SCHOOL AGE CHILDREN LIVING AT HOME:**

<table>
<thead>
<tr>
<th>Child’s Name (First &amp; Last)</th>
<th>Relation to Student</th>
<th>School</th>
<th>Gr.</th>
<th>Child’s Name (First &amp; Last)</th>
<th>Relation to Student</th>
<th>School</th>
<th>Gr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Domicile is defined as the place where parents/guardians have their true and fixed, permanent home and to which they have, whenever absent, the intention of returning. The parent/guardian’s domicile determines the student’s domicile. Common indicators of domicile are home ownership or in the absence of home ownership a residential lease.

**837.00 False official statements.—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, punishable as provided in s. 775.082 or s. 775.083.**

This is to certify that all the information on this registration form is true to the best of my knowledge and belief. I understand that inadequate information may result in delayed entry. Falsification of information will forfeit student’s athletic and extracurricular eligibility for one (1) calendar year from the date of discovery of the violation.

**Parent/Guardian Signature**  
**Date**  
**Relationship to Student**

**Parent/Guardian Signature**  
**Date**  
**Relationship to Student**
**ADDITIONAL STUDENT INFORMATION:** If the answer is "yes" to any of these questions, the student will be tested for English Proficiency.

<table>
<thead>
<tr>
<th>1. Home Language: Is a language other than English spoken at home?</th>
<th>3. Native Language: Did the student have a first language other than English?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No [ ] Yes</td>
<td>[ ] No [ ] Yes</td>
</tr>
<tr>
<td>What language?</td>
<td>What language?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Dominant Language: Does the student most frequently speak a language other than English?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No [ ] Yes</td>
</tr>
<tr>
<td>What language?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Born outside United States - If NO enter N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 1st entered U.S. school:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Identified as a special education student or has an active IEP?</th>
<th>5. Has student ever been arrested, resulting in a charge?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No [ ] Yes</td>
<td></td>
</tr>
<tr>
<td>2. Does student have a current 504?</td>
<td>[ ] No [ ] Yes</td>
</tr>
<tr>
<td>[ ] No [ ] Yes</td>
<td></td>
</tr>
<tr>
<td>3. Has student ever received a McKay scholarship?</td>
<td>6. Has student ever had Juvenile Justice action taken against them?</td>
</tr>
<tr>
<td>[ ] No [ ] Yes</td>
<td></td>
</tr>
<tr>
<td>4. Has student ever been expelled from a previous school?</td>
<td>[ ] No [ ] Yes</td>
</tr>
<tr>
<td>[ ] No [ ] Yes</td>
<td></td>
</tr>
</tbody>
</table>

If yes, Date: __________________ School (Name/County/State): ________________

---

**MILITARY FAMILY STUDENT SURVEY**

[ ] No [ ] Yes Parent is an active duty member of the uniformed services, including members of the National Guard and Reserve on active-duty orders

[ ] No [ ] Yes Parent is a member or veteran of the uniformed services who is severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement

[ ] No [ ] Yes Parent died as an active-duty member of the uniformed services or within one year of injury

**LAST THREE SCHOOLS ATTENDED** *(Begin with the most recent – For Kindergarten registration—please, list Pre-K)*

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name of School</th>
<th>City, State</th>
<th>Years Attended</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public</td>
<td>Public Education</td>
<td>Private</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>2. Public</td>
<td>Public Education</td>
<td>Private</td>
<td>Private</td>
<td></td>
</tr>
<tr>
<td>3. Public</td>
<td>Public Education</td>
<td>Private</td>
<td>Private</td>
<td></td>
</tr>
</tbody>
</table>

**1ST TIME KINDERGARTEN STUDENTS**

**Program Participation Prior to Kindergarten**

[ ] (V) Voluntary Prekindergarten (VPK) at a Public School

Name: ____________________________

[ ] (P) Prekindergarten Provider (VPK) at Private School Provider

Name: ____________________________

[ ] (D) Prekindergarten Program (VE-PK) for children with Disabilities

Name: ____________________________

[ ] (H) Head Start

Name: ____________________________

[ ] (N) None

---

**DOMICILE INFORMATION**

[ ] Parent/Guardian is in Federal Military Service or is a civilian employee, the cost of whose child’s education is provided in part or wholly by federal subsidy to state-supported schools

[ ] Parent/Guardian has a Verification of Residence

[ ] Parent/Guardian has lived in Florida for the past year or longer

[ ] Parent/Guardian has purchased and occupied as his/her domicile a home in Florida

[ ] Parent/Guardian has a valid lease agreement - expiration date: ____________________________

[ ] Parent/Guardian is a migratory agriculture/dairy/fishing worker and has traveled to seek/obtain this type of work within the past 3 years.
## Student Enrollment Handbook

### ORANGE COUNTY PUBLIC SCHOOLS
Orlando, Florida
Emergency Student Information Form
School Year 2018-2019

**Student Number:**

<table>
<thead>
<tr>
<th>Last Name (Legal)</th>
<th>Generation (i.e., Jr., II)</th>
<th>First Name (Legal)</th>
<th>Middle Name (Legal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Legal Documentation (example: custody, restraining order, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If there is no Legal Alert, Enter N/A. Please provide supporting documentation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian - Primary E-mail Address</th>
<th>Gender</th>
<th>Birth Date</th>
<th>Primary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Domicile</th>
<th>Apt #</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Apt #</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Do you need communication in a language other than English?**

- [ ] No
- [ ] Yes
- [ ] Spanish
- [ ] French
- [ ] Portuguese
- [ ] Haitian Creole
- [ ] Vietnamese

### Physician Information

<table>
<thead>
<tr>
<th>Doctor’s Name</th>
<th>Dentist’s Name</th>
<th>Preferred Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctor’s Phone Number</th>
<th>Dentist’s Phone Number</th>
<th>Currently Under Physician’s Care</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] No [ ] Yes</td>
</tr>
</tbody>
</table>

**Insurance**

<table>
<thead>
<tr>
<th>Insurance Phone Number</th>
<th>Policy #</th>
<th>Group #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Medicine Currently Taking</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Medical History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Allergies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Parent/Guardian Information (Please list parent/guardian in order of contact priority.)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
<th>Pick up</th>
<th>Domicile Address</th>
<th>Apt #</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Employer</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
<th>Pick up</th>
<th>Domicile Address</th>
<th>Apt #</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Employer</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Contacts on the Next Page

**Proof of address must be presented to the school Registration Office in order for the address to be officially changed in the system.**
Student Name: ___________________________  Student Number: ___________________________

**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship</th>
<th>Contact Phone</th>
<th>Custody</th>
<th>Pick up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**SCHOOL HEALTH SERVICES**

I hereby give my consent for this child to participate in the School Health Services Program. My child will receive emergency care in school, and health appraisals including vision, hearing, growth and development.

If, upon administering a vision screening through the school or any other OCPS program, my child is determined to have a need for a follow-up vision examination and if my child is eligible or otherwise financially qualified, I hereby authorize for OCPS or a designated third party to provide a no-cost comprehensive vision examination by a licensed optometrist which may include dilation, refraction, and glasses if prescribed.

In the event of an EMERGENCY, I understand that the school will access the 911 emergency medical system immediately. To expedite care I give my permission for school personnel to provide medical information to the responding emergency team to initiate treatment, and transport to an appropriate facility. I give my permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the appropriate facility. I request to be notified of my child’s condition and admission as soon as possible. If I cannot be reached, I request that the admitting facility notify one of the other persons listed above of my child’s condition and admission. I agree to be financially responsible for my child’s total treatment, and transport.

(This form is effective for one year from the date signed)

☐ I authorize the School District of Orange County, Florida to release and exchange my child’s confidential information to agencies of the State of Florida which would allow Orange County Public Schools to verify Medicaid eligibility, bill Medicaid for reimbursable Certified School Match services referenced on my child’s IEP and receive Medicaid reimbursement for Exceptional Student Education (ESE) services it provides to my child while at school. I understand that my child will continue to receive services referenced on his/her IEP whether or not I give consent. Please take the student’s Social Security card to the school Registrar to finalize authorization.

Parent/Guardian: ___________________________  Date: ___________________________

*The School Board of Orange County, Florida is authorized to collect social security numbers (“SSN”) of students as set forth in Sections 1008.386 and 119.071 (5) (a) 6. Florida Statutes. The provision of a student’s SSN on the enrollment form is optional and is not required as a condition for enrollment within the District. Any SSN provided in connection with enrollment will only be used for research, reporting and recording purposes. The collection of the SSN shall not be used for immigration enforcement. Providing the student’s SSN to the School Board of Orange County, Florida for these purposes means that you consent to the use of the student’s SSN in the manner described.
## Withdrawal codes

For additional information, please review Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students


<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>DNE</td>
<td>Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W01</td>
<td>Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W02</td>
<td>Any PK-12 student promoted, retained or transferred to another school in the same district.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W3A</td>
<td>Any PK-12 student who withdraws to attend a public school in another district in Florida.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W3B</td>
<td>Any PK-12 student who withdraws to attend another public school out-of-state or out-of-country.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W04</td>
<td>Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state or out-of-country. This code would not be used for a student who transfers to a private school with which the district has a contractual relationship (code WPC).</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W05</td>
<td>Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W06</td>
<td>Any student who graduated from school and met all of the requirements to receive a standard diploma.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W07</td>
<td>Any student who graduated from school with a special diploma based on option one - as referenced in State Board of Education Rule 6A-1.09961.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W08</td>
<td>Any student who received a (24-credit option) certificate of completion. The student met the minimum credits and local requirements, but did not pass the state approved graduation test or a concordant and/or comparative score, and/or did not achieve the required GPA.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W8A</td>
<td>Any student who met all of the requirements to receive a standard diploma (24-credit option) except passing the State approved graduation test and received a certificate of completion and is eligible to take the common placement test and be admitted to developmental education or credit courses at a state community college as appropriate.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>W8B</td>
<td>Any student who received a certificate of completion. The student met the</td>
<td>minimum credits, but did not pass the state approved graduation test or a concordant and/or comparative score, and/or did not achieve the</td>
</tr>
<tr>
<td></td>
<td>student met the minimum credits, but did not pass the state approved</td>
<td>required GPA.</td>
</tr>
<tr>
<td></td>
<td>graduation test or a concordant and/or comparative score, and/or did not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>achieve the required GPA.</td>
<td></td>
</tr>
<tr>
<td>W09</td>
<td>Any student who received a special certificate of completion, is properly</td>
<td>classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state</td>
</tr>
<tr>
<td></td>
<td>classified as an eligible exceptional education student, met applicable</td>
<td>minimum requirements.</td>
</tr>
<tr>
<td></td>
<td>local requirements, and was unable to meet appropriate special state minimum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements.</td>
<td></td>
</tr>
<tr>
<td>W10</td>
<td>Any student who completed the Performance-Based Exit Option Model Program</td>
<td>requirements, passed the Performance-Based Exit Option Tests and the state approved graduation test, and was awarded a State of Florida</td>
</tr>
<tr>
<td></td>
<td>requirements, passed the Performance-Based Exit Option Tests and the state</td>
<td>High School Performance-Based Diploma.</td>
</tr>
<tr>
<td></td>
<td>approved graduation test, and was awarded a State of Florida High School</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Performance-Based Diploma.</td>
<td></td>
</tr>
<tr>
<td>W12</td>
<td>Any PK-12 student withdrawn from school due to death.</td>
<td></td>
</tr>
<tr>
<td>W13</td>
<td>Any KG-12 student withdrawn from school due to court action. (This code does</td>
<td>does not apply to DJJ placement.)</td>
</tr>
<tr>
<td>W14</td>
<td>Any KG-12 student who is withdrawn from school due to nonattendance after</td>
<td>all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed.</td>
</tr>
<tr>
<td>W15</td>
<td>Any KG-12 student who withdraws from school due to medical reasons and the</td>
<td>student is unable to receive educational services, such as those provided through the hospital/homebound program.</td>
</tr>
<tr>
<td></td>
<td>student is unable to receive educational services, such as those provided</td>
<td></td>
</tr>
<tr>
<td>W16</td>
<td>Any KG-12 student who is withdrawn from school due to being expelled with</td>
<td>no educational services.</td>
</tr>
<tr>
<td>W18</td>
<td>Any KG-12 student whose whereabouts is unknown and required documented</td>
<td>efforts to locate the student are maintained per s. 1003.26, Florida Statutes.</td>
</tr>
<tr>
<td>W19</td>
<td>Any KG-12 student who withdraws from school for any reason other than W01</td>
<td>- W22 or W24 - W27.</td>
</tr>
<tr>
<td>W20</td>
<td>Any KG-12 student who withdraws from school to attend a Home Education</td>
<td>program.</td>
</tr>
<tr>
<td>W21</td>
<td>Any KG-12 student who is withdrawn from school due to being expelled with</td>
<td>no educational services.</td>
</tr>
<tr>
<td>W22</td>
<td>Any KG-12 student whose whereabouts is unknown and required documented</td>
<td>efforts to locate the student are maintained per s. 1003.26, Florida Statutes.</td>
</tr>
<tr>
<td>W23</td>
<td>Any KG-12 student who withdraws from school for any reason other than W01</td>
<td>- W22 or W24 - W27.</td>
</tr>
<tr>
<td>W24</td>
<td>Any KG-12 student who withdraws from school to attend a Home Education</td>
<td>program.</td>
</tr>
<tr>
<td>W25</td>
<td>Any student under the age of 6 as of February 1 of the current school year</td>
<td>who withdraws from school.</td>
</tr>
<tr>
<td>W26</td>
<td>Any student who withdraws from school to enter the adult education program</td>
<td>prior to completion of graduation requirements.</td>
</tr>
<tr>
<td>W27</td>
<td>Any student who graduated from school with a special diploma based on option</td>
<td>two-mastery of employment and community competencies.</td>
</tr>
<tr>
<td>WD1</td>
<td>Any student with disabilities who met all of the requirements to receive a</td>
<td>standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(10)(c), F.S.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WFT</td>
<td>Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score.</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WFW</td>
<td>Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WGA</td>
<td>Any student who completed the Performance-Based Exit Option Model Program requirements, passed the Performance-Based Exit Option Tests, satisfied the state approved graduation test requirement through a concordant and/or comparative score, and was awarded a State of Florida High School Performance-Based Diploma.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WGD</td>
<td>Any student who completed the Performance-Based Exit Option Model Program requirements and passed the Performance-Based Exit Option Tests, but did not pass the state approved graduation test and was awarded a State of Florida diploma.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WPC</td>
<td>Any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced in s. 1008.34(3)(d)3., F.S.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WPO</td>
<td>Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W8B, W09, or W27 during the student’s year of high school completion.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WPR</td>
<td>For displaced Puerto Rican juniors and seniors who chose to graduate under the Puerto Rico high school graduation option.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WRW</td>
<td>Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WXL</td>
<td>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5).</td>
</tr>
</tbody>
</table>
Withdrawal from Florida Public Schools

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXT</td>
<td>Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.</td>
</tr>
</tbody>
</table>

Updated 4/11/18
(If going to a Charter School, parents must show a letter of acceptance to registrar before withdrawal takes place.)

**Special Circumstances codes**

- CSE - Change School entry – only used at beginning of school year
- CSW - Change School Withdrawal – only used with the CSE – code used to withdraw a student when a student is expected at one school but enters another school prior to the start of school or student’s first day of attendance
- TME – Transfer Meeting Enrollment
- TMW – Transfer Meeting Withdrawal
- ODE – OCPS Dual Enrollment
- ODW – OCPS Dual Enrolled Withdrawal used with the ODE code

Dropout Codes: DNE, W05, W13, W15, W18, W21, W22, W23

Diploma Codes: W06, W07, W10, W27, WD1, WFT, WFW, WGA, WGD, WPR, WRW, WXL, WXT, WXW

Standard diploma codes for the federal graduation rate: W06, WD1, WFT, WFW, WRW, WXL, WXT, WXW and adult diplomas W43, W52, W54 and W55

Certificate of Completion Codes: W08, W8A, W09, W8B
Transfers

To submit Transfers: Save transfer documents and email to studentenrollment@ocps.net along with any other supporting documentation.

Available Transfers from Office of Student Enrollment

- Academic Transfer (Seasonal)
- Controlled Open Enrollment Capacity Transfer (Seasonal)
- ESE Sibling Transfer
- Grandfathered Transfer (Seasonal)
- Academic Year Completion (was Mid-Year) Transfer
- Medical Transfer
- Pending Move Transfer
- Psychological Transfer
- Rising 5th, 8th, and 12th Grade Students
- School Personnel Transfer (Students of OCPS staff)
Academic Year Completion (was Mid-Year) Transfers

Academic Year Completion Transfer Description

(Deadline: During school year only)

This transfer allows a student to stay at the present school for the remainder of the current school year only, in instances when the parents/legal guardians move to an address in a different assigned school zone.

- The new residence must be in Orange County.
- Address must be updated with the school.
- Proof of residence, including the moving date (lease or property sales documentation) must accompany request.
- Transportation is not provided by OCPS.

Please obtain this transfer application from your school or at the Office of Student Enrollment (Proof of New Address is required)

**When you recognize that a family’s address is not in your attendance zone after school starts:**

Contact the family to bring proof of residence

- Update SMS with the correct address and if out of your zone code exception reason as Academic Year Completion (or Mid-Year)

- Offer Academic Year Completion (was Mid-Year) Transfer, complete school section:

  **For School Use Only/Or Student Enrollment**

  Please check one of the following:

  - [ ] Date of purchase contract: __/__/____
  - [ ] Lease agreement Beginning date: __/__/____ Expiration date: __/__/____
  - [ ] Verification of Residence from Student Enrollment: Date __/__/____

  Verified by:

- Scan transfer request form and email to studentenrollment@ocps.net

- If transfer is denied:
  - Prepare withdraw form
  - Note on your Outlook to withdraw after grades are posted
  - Send withdraw paperwork home at the end of the semester
When you recognize that a family’s address is not in your attendance zone after Second Semester starts:

- The student can remain at the current until the end of the school year.
- Enter new address
- Enter exception reason (Academic Year Completion (was Mid-Year))
- Prepare withdrawal form
- Note on Outlook calendar to withdraw after grades are posted
- Send withdraw paperwork home at the end of the year (after grades are posted)

Academic Transfer

(Timeframe: Submitted February 1st - May 31st of each school year)
This transfer is available to any high school student who wishes to complete a sequential course of study, such as the second or third year of a World Language or a course with the Career and Technical Education Program if that course is not available through the Florida Virtual Online School.

- An approved transfer is valid as long as the student is enrolled and is successful in the requested academic subject.
- Academic transfers are to the next nearest qualified school as determined by the OCPS Office of Student Enrollment.
- The student must stay for the entire year unless there is a change of address.
- ROTC initial entry into the program is restricted to rising 9th and 10th grade students.
- Strings/Orchestra entry is based on an audition if the student is not successfully enrolled in a middle school strings program.
- Students who exit the approved academic course are not eligible for Senior Privilege.
- Sibling transfers are not applicable.
- Transportation is not provided by OCPS.

Controlled Open Enrollment Capacity Transfer

(Timeframe: Submitted online February 1st - May 31st of each school year)

This transfer allows a student to transfer from any school, whether it is an OCPS school or not, to a school that has available capacity. Out of Orange County applications are available from May 1, 2019 - May 31, 2019. On January 31, 2019, OCPS posted the list of schools with capacity on the OCPS website. The application is ONLINE ONLY as there is a lottery that will take place on Friday, June 7, 2019. No processing/notifications will take place until after the lottery occurs. Once parents are notified by email, the student must be enrolled by June 20, 2019.
• A list of qualifying receiving schools is revised and published annually. Schools may be added or removed annually based on capacity and projections.

• If the number of applications for a receiving school exceed the number of seats, a lottery will determine placements.
• The student must stay for the entire year unless there is a change of address.
• Transportation is not provided by OCPS.

**ESE Sibling Transfer**

(Deadline: processed year round and based on Siblings IEP)

This transfer is available only for students who have siblings who have been assigned on an Exceptional Education Program Placement at a school other than their assigned school. (Exceptional Education students are students with disabilities who have been staffed into Exceptional Education programs such as Intellectual Disability, Emotional/Behavioral Disability, Autism Spectrum Disorder, etc.)

• There is no transfer eligibility for siblings of McKay Scholarship recipients.
• Students may remain at the school until all grade levels at the school are completed (K-5, 6-8 or 9-12).
• The student must stay for the school year unless there is a change of address or placement of the ESE student.
• If OCPS provides transportation to the ESE student, then siblings are eligible for transportation for so long as the ESE student is being served at a particular school.

**Grandfathered Transfer**

(Timeframe: Processed by May 31st prior to the opening of the new rezoned school or up to 15 days after Board approval takes place after May 31st)

This transfer is available only for students who:
• have been rezoned by OCPS two or more times during a grade level (K-5, 6-8, 9-12) at the current address or
• who has been rezoned from an established school to another established school or
• will be in 5th or 8th grade when the new school opens. In this case, the student may remain at the existing school instead of being assigned to the rezoned school or rezoned for the 5th or 8th grade year.

The following shall apply to Grandfathered Transfers:
*There is no Transfer eligibility for siblings* who do not meet the same criteria for a Grandfathered Transfer.

Transportation is not provided by OCPS.
Medical Transfer
(Deadline: processed year round)

This transfer is for any student who has a serious medical condition that is sufficient to warrant a transfer.

- Documentation from a physician, hospital and the school is required.
- Generally the requested school must be close to parent or medical facility.
- The student must stay for the entire year.
- Siblings of an existing K-4 or 6-7 student may apply for a Medical Transfer.
- Transportation is not provided by OCPS.

Pending Move
(Deadline: processed year round)

If currently a resident of Orange County, this transfer allows a student to attend a school zoned for the Guardian’s future domicile.

- Both current and prospective addresses must be located within Orange County.
- The move in or closing date must be within 60 days from the date the application is submitted.
- A legal document signed by both parties, such as a contract, indicating the location of the prospective address and the proposed occupancy date is required.
- If the family does not move by the date provided, the student will be moved to the original zoned school.
- Transportation is not provided by OCPS.

Please obtain this transfer application from your school or at the Office of Student Enrollment (Proof of closing date/occupancy required)

Psychological Transfer
(Deadline: processed year round)

This transfer is for any student who has a compelling psychological condition that is sufficient to warrant a transfer.

- Psychological transfers are to the next nearest qualified school as determined by the Office of Student Enrollment.
This transfer requires documentation of compelling evidence, which may include documentation from an outside psychologist or counselor, and is generally reviewed by one of the district’s psychologists.

- The student must stay for the entire year unless there is a change of address.
- Sibling Transfers are not applicable.
- Transportation is not provided by OCPS.

**Rising 5th, 8th, or 12th Grade Students**

(Deadline: Processed year round)

This transfer allows a rising 5th, 8th or 12th grade student whose parent/legal guardian moves after the start of their 4th, 7th, or 11th grade school year to remain at the school through grade level (K-5, 6-8, 9-12).

- The new residence must be in Orange County.
- The student must stay for the entire year unless there is a change of address.
- Sibling Transfers are not applicable.
- Transportation is not provided by OCPS.

**School Personnel Transfer (Students of OCPS staff)**

(Deadline: processed year round)

This transfer is available for any student whose parent/legal guardian works in a particular school or OCPS facility and desires to have the student enrolled at that school or the nearest school that meets Board defined capacity.

- Transportation is not provided by OCPS.

**Process to Revoke Transfer**

- Notify the parent(s) in writing that the transfer could be revoked if the student’s action is not improved
- Principal communicates with the Area Superintendent/Chief of High Schools/Associate Superintendent and receives confirmation to revoke
- Send letter revoking the transfer to the parent
- Send copy of letter and the confirmation from Area Superintendent/Chief of High Schools/Associate Superintendent to the Student Enrollment Office.
- Finally, notify Student Enrollment via email to studentenrollment@ocps.net
School Board Policies

JC  School Attendance Areas
   •  Student Assignment
   •  School Attendance Rezoning Process

JCA  Assignment of Students to School
   •  Student Transfers

JE  School Attendance
   •  Compulsory Attendance
   •  Student Attendance
   •  Habitual Truancy Case Procedures
   •  Home Education Portfolio Review
   •  Recording and Monitoring Student Attendance
   •  Attendance Requirements for Recording Daily Presence/Absence Grades K12
   •  Attendance for Academic Credit for Grades 9-12
   •  Suspension of Driver’s License for Nonattendance
   •  Learnfare
   •  Child Labor Laws
   •  Attendance Training Requirement

JF  School Admissions
   •  Married and/or Pregnant Students
   •  Requirements for Original Entry
   •  Admission to Kindergarten
   •  Admission to First Grade
   •  Admission to Kindergarten and First Grade by Out-of-State Transfer Students
   •  Re-entry of Students Previously Withdrawn

JFAB  Admission of Non-Florida Resident Students

JFABB  Foreign Exchange Students

JFABC  Admission Nonimmigrant Foreign Students

JFC  Withdrawal from School

KBBA  Parental Rights and Responsibilities
   •  Release of students from school
   •  Visits at schools
   •  Release of Student Records
Screen Shots

The following Screen Shots are to help with special circumstances.
ADDRESS/PHONE TAB

Telephone
Must read: Home Phone

Email address
1st contact’s email address

Use this data (home phone and email) for the First Contact

Must update on this Tab and Contacts

*This phone number is the one used by the district message system to communicate with parents.

*If a user calls stating that their number is receiving calls but they do not have a student in our schools, you must immediately contact Pam Maisel at 2002122 to make corrections.
ADDRESS/PHONE TAB (cont.)

Mailing Address (if different from Physical address):

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Type</th>
<th>Direction Apt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P O BOX 547433</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando</td>
<td>Florida</td>
<td>32811</td>
</tr>
</tbody>
</table>

Post Office Box
When entering a post office box place the information Street:
P space O space Box space number
Don’t forget the City, State, Zip, County and Country

Student Historical Name Search

- Search on this site for possible student numbers:
- Use the original OCPS number (when possible)
- If student is coming from another Florida school district—generally use the student number from that district.
- If the student has both a student number from OCPS and another district use the OCPS student number. Any questions call either Student Enrollment or customer care.
How to Fix Multiple Numbers

- Identify multiple numbers.
- Verify they are indeed the same student with a multiple student number by checking contacts:
  - Parent’s information
  - Child’s DOB
  - Etc.
- Contact Student Enrollment
  - (https://www.ocps.net/intranet/op/icts/cc/ssts/Pages/Forms.aspx) and email to FLEID@ocps.net. DO NOT email to SSTS – the form must come from Student Enrollment. This is to ensure we correct any FLEID/ALIAS issues.
Birthdate Verification

The box is found on the Personal Info Tab > Birth Information.

If you do not have anything that verifies the birthdate, please indicate using ‘9’ in the drop down menu. This could include students you registered under Homeless or displaced due to natural disasters.

If you have questions, please contact Student Enrollment.
**Exception Reason**

Use when the student does not reside in your school zone. It must be accompanied by an approval letter from the Office of Student Enrollment, School Choice, or McKay Scholarship.
Prior School Information/Resident Status

Make sure the following is completed:
Prior School State/Territory
Prior School Country
Resident Status

Educational Choice
Used for magnet, charter, and opportunity scholarship.
McKinney Vento Residency Status picture

3- In County (homeless or not)
B-Homeless and Out of County

*Additional McKinney Vento Information is entered on the Federal Info Tab
### PERSONAL INFO TAB

<table>
<thead>
<tr>
<th>*Overview</th>
<th>Personal Info</th>
<th>Address/Phone</th>
<th>Medical Info</th>
<th>Federal Info</th>
</tr>
</thead>
</table>

**State number:**

**Alternate number:** 1234567890

**Full legal name (if different):**

**Registration grade level:** KG

*Grade when entering district. The Registration Grade doesn’t change as the student progresses through a school.*

**Registration status:** Registered

**Enrollment status:** Enrolled in Multiple Schools - Inactive

**Student type:** Fulltime

**Academic plan:** None

**Year entered 9th grade:** [YYYY]

---

**Year entered 9th grade (Cohort Group)**

Enter for all incoming 9th, 10th, 11th, or 12th grade student from non-OCPS schools
Confirm this with Marlene West

Student returning for additional year(s) after 4th year of high school

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Deferred receipt of standard diploma for students with disabilities per section 1003.4282(11)(c) F.S. (for students who met all graduation requirements in 2014-15 school year and beyond).</td>
</tr>
<tr>
<td>F</td>
<td>Opting to continue to receive FAPE* (use this code for students with disabilities who opted for special diploma and entered 9th grade prior to 2014-15 school year).</td>
</tr>
<tr>
<td>S</td>
<td>Seeking a Standard Diploma (may be used for students with disabilities or non-disabled students).</td>
</tr>
</tbody>
</table>
## Immigrant Student Information

**Immigrant student:** No

**Date entered country:** [mm/dd/yyyy]

**Year started school:** [yyyy]

**Immigrated from:** N/A

**Migrant status:** N/A

**First date enrolled US school:** [mm/dd/yyyy]

## Home Language Survey

- **Is a language other than English spoken at home?** No
- **Does the student speak a language other than English?** No

**Survey date:** 4/26/2010

## Languages

- **Home Language:** English
- **Dominant Language:** N/A
- **Native Language:** English
- **Other Language:** N/A

**Did the student have a first language other than English?** No

**HLS Question 3:** No
Multilingual Services

REGISTRATION

Home Language Survey answers:

✓ One “yes” response: Parent Rights Letter
  ○ Student MUST be tested for English Proficiency with IPT: inform school ESOL compliance person and provide copies of registration form and parent rights letter.

✓ Two or more “yes” responses: Parent Rights Letter, Selection of ELL Services, Programmatic Assessment Questionnaire (if feasible)
  ○ Student MUST be placed in ESOL on a temporary basis and tested for English Proficiency with IPT: contact school ESOL compliance person and provide copies of registration form and other ELL forms.

Data Entry (usually completed by the Registrar)

Federal Information Tab

Is a language other than English spoken at home?: Yes
Does the student speak a language other than English?: Yes
Survey date: 8/24/2012

Languages

Home Language: Portuguese
Dominant Language: Portuguese
Native Language: Portuguese
Other Language: Portuguese

Did the student have a first language other than English? Yes

- Answers to the Home Language Survey
- Survey Date: MUST be the original survey date. If student has a survey in another Florida county, that is the date to be used. If school cannot obtain an original survey, then use the survey from OCPS.
Military Family

Page 3- Student Registration Packet has 3 questions Under Military Family Student Survey, in SMS check in box if family answers yes on any of these questions.
Homeless Students (complete all three if the student is eligible)
Homeless Student
Homelessness Cause
Homeless Unaccompanied

Also:
Resident status on Enrollment page

Exception Reason on Enrollment page (if needed)

For additional instructions on Homeless Residency Status and Homeless Student, please refer to the training documentation: [http://ccdocs.ocps.net/gm/folder-1.11.1303](http://ccdocs.ocps.net/gm/folder-1.11.1303)

- Homeless Residency Status
- Homeless Students
Sample Letters

- Transfer Revoked Letter
- Address changed letter Summer/after July MOVE list
- Address changed letter 1st semester/after November MOVE list
- Address changed letter After beginning of 2nd semester/March MOVE list
- Expired Lease
- Expired Temporary Verification
- Expired Temporary Guardianship
Transfer Revoked Letter

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name): Re: (Student's Name)
(Student Number)

Your child, (Student's Name), has been attending (Name of School) on a (transfer type) transfer. When the transfer was initially granted, conditions were established which stated that transfers "may be revoked if students are tardy to school, absent, remain at school beyond the dismissal time without prior arrangements with school officials, or are referred for disciplinary action."

(Student's Name) has been (infractions) and you have been notified of the problem. Based on the stipulations of the transfer, the transfer is revoked. (Student's Name) should return to (his/her) assigned school, which is (Assigned School). Your child is being withdrawn from (school name) as of (Date).

If you have any questions, you may call (School contact) at (Phone Number).

Sincerely,

(Principal’s Name)
Principal
C: Office of Student Enrollment
Address changed letter summer

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name):

Re: (Student's Name)

(Student Number)

It has come to our attention that you have moved. Florida statute and Orange County Public Schools policy requires that the official student record have verification of the correct address of the parent/guardian.

Your student is withdrawn from (school name) at this time. Your student does not have a schedule for next year and you will not receive notification for any beginning of school activities.

You will need to bring your documentation to the registrar at your zoned school. To verify your address, you must provide one of the following:

- Proof of Home Ownership (Current Homestead Exemption Card, Current Property Tax statement, Warranty Deed, or Purchase Contract)
- Current Lease
- Verification of Residence from Student Enrollment

If you have any questions, please contact __________________ at __________________.

Sincerely,

(Principal’s Name)
Principal
C: Office of Student Enrollment
Address changed letter 1st semester

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name): Re: (Student's Name)
(Student Number)

It has come to our attention that you have moved. Florida statute and Orange County Public Schools policy require that the official student record have verification of the correct address of the parent/guardian.

You will need to bring your documentation to the registrar at your school immediately. To verify your address, you must provide one of the following:

- Proof of Home Ownership (Current Homestead Exemption Card, Current Property Tax statement, Warranty Deed, or Purchase Contract)
- Current Lease
- Verification of Residence from Student Enrollment

You may apply for a mid-year transfer if your new address is outside our school zone. Regardless of your school zone, you must bring the documentation to the school or your child will be withdrawn at the end of the semester.

If you have any questions, please contact __________________ at __________________.

Sincerely,

(Principal’s Name)
Principal
Address changed letter after beginning of 2\textsuperscript{nd} semester

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name): 

Re: (Student's Name)
( Student Number)

It has come to our attention that you have moved. Florida statute and Orange County Public Schools policy require that the official student record have verification of the correct address of the parent/guardian.

You will need to bring your documentation to the registrar at your school. To verify your address, you must provide one of the following:

• Proof of Home Ownership (Current Homestead Exemption Card, Current Property Tax statement, Warranty Deed, or Purchase Contract)
• Current Lease
• Verification of Residence from Student Enrollment

Your student will not have a schedule for next year and you will not receive notification for any beginning of school activities until we have verification of your current address.

If your address is outside our school zone, your student will be withdrawn from (school name) at the end of the current school year. You must register at the zoned school to receive beginning of school information and for your student to have a schedule.

If you have any questions, please contact __________________ at __________________.

Sincerely,

(Principal’s Name)
Principal
Expired Lease

Dear (Parent/Guardian Name):

Re: (Student's Name)

(Student Number)

Our records indicate that your lease is about to expire or has expired. Florida statute and Orange County Public Schools policy requires that the official student record have the correct address of the parent/guardian. To verify your address, you must provide one of the following:

- Proof of Home Ownership (Current Homestead Exemption Card, Current Property Tax statement, Warranty Deed, or Purchase Contract)
- Current Lease
- Verification of Residence from Student Enrollment

If you have any questions, please contact __________________ at ____________________.

Sincerely,

(Principal’s Name)
Principal
Expired Temporary Verification of Residence

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name): Re: (Student's Name)
(Student Number)

Our records indicate that your temporary verification of residence is about to expire or has expired. Florida statute and Orange County Public Schools policy requires that the official student record have the correct address of the parent/guardian.

Please return to Student Enrollment with the required documents listed on your temporary verification form. You must bring the completed Verification of Residence to the school or your child will be withdrawn at the end of the semester.

Make an appointment with Student Enrollment at pupil.ocps.net

If you have any questions, please contact __________________ at ____________________.

Sincerely,

(Principal’s Name)
Principal
Expired Temporary Guardianship

Date

(Parent/Guardian Name)
(Street Address)
(City), FL (Zip)

Dear (Parent/Guardian Name):  Re: (Student's Name)
(Student Number)

Our records indicate that your temporary educational guardianship is about to expire or has expired. Florida statute and Orange County Public Schools policy requires that the official student record have the accurate guardianship information.

Please return to Student Enrollment with the required documents listed on your temporary verification form. You must bring the completed Educational Guardianship to the school or your child will be withdrawn at the end of the semester.

Make an appointment with Student Enrollment at pupil.ocps.net

If you have any questions, please contact __________________ at ____________________.

Sincerely,

(Principal’s Name)
Principal
Tools for Registrars

Weblinks

Student Enrollment Intranet: https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=125814

Student Enrollment Internet: https://ocps.net/cms/One.aspx?portalId=54703&pageId=101125

Student Enrollment Handbook:

Student Enrollment Student Transfer Options: Descriptions, timelines, and application form
https://ocps.net/cms/One.aspx?portalId=54703&pageId=108275

Student Enrollment Training documents and videos: http://ccdocs.ocps.net/gm/folder-1.11.1303

Geographic Information System (GIS): Map Library
https://ocps.net/cms/One.aspx?portalId=54703&pageId=106201

Data Management Calendar and Business Process Owners (BPO): District calendar of events for schools and district departments with timelines and contacts for each task.
http://districtcollaboration.ocps.net/project/ProductCouncil/DMC/SitePages/Home.aspx

SMS: http://sms.ocps.net/

Student Locator: https://webapps01.fldoe.org/studentlocator/

Certify: http://certify.ocps.net/

Student System Reports: Student Detail Report: http://studentreports.ocps.net/

EDW: Data Dashboards and Access Student: http://edwbi.ocps.net:9704/analytics/saw.dll?bieehome&startPage=1

Faster: Student Transcripts: http://faster.ocps.net/

DOCUMENTUM: http://documentum.ocps.net
Resources

Department of Education Database Manuals and Updates: State Reporting Data Elements
http://www.fldoe.org/eias/dataweb/default.asp

FLORIDA SHOTS - WWW.FLSHOTS.COM


Melissa Data: Address check and people finder http://www.melissadata.com/lookups/index.htm

Property Appraisers

Orange County: http://www.ocpafl.org/searches/parcelsearch.aspx

Seminole County: http://www.scpafl.org/Default.aspx

Osceola County: http://ira.property-appraiser.org/PropertySearch/

Polk County: http://www.polkpa.org/camadisplay.aspx


Brevard County: https://www.bcpao.us/asp/disclaimer.asp
Quick References
Quick Reference Normal Situations: Access to Students, Student Records and Pick-up of Student

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Biological Mom &amp; Dad Married</th>
<th>Divorced Parent w/ school address in Plan</th>
<th>Divorced Parent w/o school address in Plan</th>
<th>Never married Mom</th>
<th>Never married Dad (no court paperwork)</th>
<th>Step Parent</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>Both</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Withdraw</td>
<td>Both</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Pick-up</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, if listed</td>
<td>Yes, if listed</td>
<td>Yes, if listed</td>
<td>Yes, if listed</td>
</tr>
<tr>
<td>Sign Forms</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Receive Info</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes</td>
<td>Yes, if on birth certificate</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Access to Cum folder</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Attend Meetings</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes</td>
<td>Yes</td>
<td>No, unless one biological parent agrees &amp; no conflict from other biological parent</td>
<td>No</td>
</tr>
<tr>
<td>Visit on campus</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes</td>
<td>No</td>
<td>No, unless one biological parent agrees &amp; no conflict from other biological parent</td>
<td>No</td>
</tr>
<tr>
<td>Release from school</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes, but check plan</td>
<td>Yes</td>
<td>No</td>
<td>No, unless one biological parent agrees &amp; no conflict from other biological parent</td>
<td>No</td>
</tr>
</tbody>
</table>

- Always send court documentation to Office of General Counsel for verification.
- Court documentation must be certified by the Clerk of the Court and signed.
- If parents are married but separated, request court documentation indicating which parent. Otherwise, refer to Pupil Assignment.
- Divorced parents seeking to change the residence of the children from the school zone in which the children's home is currently located must provide court documentation ordering the change of address.
- Biological mother and father have identical parental rights unless court documentation indicates otherwise.
### Quick Reference to Visits and Requests by Government Officials and Non-Parents

<table>
<thead>
<tr>
<th>Action to Take</th>
<th>Records</th>
<th>Speak to Student</th>
<th>Speak to Staff</th>
<th>Contact Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Law Enforcement Officer (LEO)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Official identification (even if in uniform)</td>
<td>Must have subpoena or court order</td>
<td>Yes, in the presence of principal or designee if consent is given by official or student</td>
<td>Yes, if verified; OCPs Legal may need to be present</td>
<td><strong>ASK LEO</strong></td>
</tr>
<tr>
<td>• Court Order (if applicable) verified by the Office of Legal Services</td>
<td></td>
<td></td>
<td></td>
<td>YES – ask if you can contact before or after LEO has concluded business. Send home copy of business card</td>
</tr>
<tr>
<td>• Bring to office/conference room for privacy</td>
<td></td>
<td></td>
<td></td>
<td>NO – have LEO or DCF fill out attached form and attach business card to form for parent</td>
</tr>
<tr>
<td>• Ask about purpose of visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Call agency number and speak with supervisor – confirm identity and purpose of visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Collect business card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department of Children and Families (DCF)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Official identification</td>
<td>Yes, if identity and court order is verified</td>
<td>Yes, in the presence of principal or designee if consent is given by official or student</td>
<td>Yes, if verified; for OCPs Legal may need to be present</td>
<td><strong>ASK DCF</strong></td>
</tr>
<tr>
<td>• Court Order (if applicable) verified by the Office of Legal Services</td>
<td></td>
<td></td>
<td></td>
<td>YES – ask if you can contact before or after DCF has concluded business. Send home copy of business card</td>
</tr>
<tr>
<td>• Bring to office/conference room for privacy</td>
<td></td>
<td></td>
<td></td>
<td>NO – have LEO or DCF fill out attached form and attach business card to form for parent</td>
</tr>
<tr>
<td>• Ask about purpose of visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Call agency number and speak with supervisor – confirm identity and purpose of visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Collect business card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Guardian ad Litem (GAL)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identification</td>
<td>Yes, if identity and court order is verified</td>
<td>Yes, if verified; school official may be present at the request of the student or GAL</td>
<td>Yes, if verified; OCP Legal may be present, if needed</td>
<td>Contact parent when GAL concludes business, unless GAL gives permission to contact in advance of speaking with student, and inform them that the GAL assigned to their court case was at the school and spoke with their child. Provide GAL contact information.</td>
</tr>
<tr>
<td>• Court order verified by the Office of Legal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bring to office/conference room for privacy</td>
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<tr>
<td>• Ask about purpose of visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Collect business card</td>
<td></td>
<td></td>
<td></td>
<td><strong>OCPS requests that GALs make appointments in advance of coming to the school</strong></td>
</tr>
<tr>
<td><strong>Other Government Official</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Refer to Office of Legal Services</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Refer to Office of Legal Services</td>
</tr>
<tr>
<td><strong>Attorney (NOT GAL)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Refer to the Office of Legal Services</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Private Investigator</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Refer to the Office of Legal Services</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Non-Parent</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Refer to the Office of Legal Services</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**TIPS TO REMEMBER:**

- The principal/designee is in control of the school and is the only representative authorized to speak or act on behalf of the school
- If a student is to be taken into custody, coordinate in such a manner to minimize disruption or concern
- If you ever have a question about the authenticity of a document contact the Office of Legal Services at (407) 317-3411

2018-19
Sample Lease Modification Agreement

Lease Modification Agreement

Community Name: Harbor Beach Apartment Address:  
Change Effective Date: 11/10/19 Lease Expiration Date: 8/12/18 Orlando Fl.  
Rent: $879 Pet Rent: $0 Security Dep. Amount: $500 Other: $0  
Resident(s) Remaining: N/A Resident(s) Moving Out:  
Resident(s) Moving In:  
All residents listed above hereby agree to modify the Lease Agreement as such that the resident(s) who are moving out are stricken from the lease agreement with no further rights or responsibilities. The resident(s) moving in are added to the Lease Agreement, and accept all rights and responsibilities under the Lease Agreement. The resident(s) remaining agree to all said modifications of the lease agreement.

Resident(s) moving in and remaining understand that the lease is always joint and several and such that each resident is responsible for all amounts due under the Lease Agreement. Residents involved in the lease modification are responsible for settling any financial issues prior to the “Change Effective Date.” McKinley Properties accepts no responsibility for matters between the residents. This includes but is not limited to the following:

- **Security Deposit:** Existing security deposit is transferred to the names of only the residents remaining and the residents moving in.
- **NWP Utility Billing Statement:** NWP Utility bills are back dated by 60 days. At the “Change Effective Date,” residents remaining and residents moving in become responsible for all billing payments regardless of the utility billing period.
- **Transfer of Electric/Gas Service:** Residents remaining and/or residents moving in are responsible for contacting the electric/gas service provider to keep utilities in the name of the current lease holders.
- **Damage:** Residents remaining are responsible for any damages to the premises both before and after the date of the lease modification.

 **ALL RENT AND UTILITY PAYMENTS ARE DUE ON THE FIRST (1st) OF THE MONTH.**

By signing this Lease Modification, I understand and hereby agree to all the terms and conditions.

Resident Remaining Date  
Resident Moving Out Date  
Resident Moving In Date  
Resident Remaining Date  
Resident Moving Out Date  
Resident Moving In Date  
Resident Remaining Date  
Resident Moving Out Date  
Resident Moving In Date  
Community Manager Date  

Energy Utility Confirmation #:  

16:36 02/12/18 ET Pg 2-4
IN THE CIRCUIT COURT OF THE 
NINTH JUDICIAL CIRCUIT, IN AND 
FOR ORANGE COUNTY, FLORIDA 
CASE NUMBER: 2018-DP-J 
JUVENILE DIVISION: DIV 7 
DCF SERVICE CTR. _________

In the Interest of 

Date of Birth: 

Minor Child(ren) 

ORDER APPOINTING GUARDIAN AD LITEM

The Court hereby appoints the Legal Aid Society of the Orange County Bar Association's Guardian ad Litem Program and a subsequently named volunteer attorney Guardian Ad Litem, by referral from the Legal Aid Society, to act as Guardian ad Litem on behalf of the above-named child(ren). This appointment specifically includes all persons and entities defined in F.S. 39.820 and authorizes them to act as a Guardian ad Litem under the supervision of the Legal Aid Society's Guardian ad Litem Program and the subsequently named volunteer attorney Guardian Ad Litem. It is further ordered that:

1. The Guardian ad Litem shall have full authority to investigate the allegations of the Petition and any subsequent matters arising in the above captioned case.

2. The Guardian ad Litem volunteer attorney assigned shall appear at all hearings or proceedings scheduled in this cause, unless excused by the Court, and ensure proper representation of the child(ren) at those hearings.

3. The Guardian ad Litem volunteer attorney assigned shall be entitled to receive service of pleadings and papers as provided by Florida Rule of Juvenile Procedure 8.225 AT THE ADDRESS LISTED AT THE FOOT OF THIS ORDER. Notice shall be required of any scheduled hearing, staffing or interview of the child(ren), deposition, or other proceedings, concerning the child(ren), and prior to any action of Case Plan being entered into on behalf of the child(ren) by any party.

4. The Guardian ad Litem volunteer attorney assigned shall perform such other duties and undertake such other responsibilities as the Court may direct.

5. The Guardian ad Litem volunteer attorney assigned shall represent the interest of the child(ren) until the jurisdiction of the Court over the child(ren) terminates, or until excused by the Court.

6. The Guardian ad Litem volunteer attorney assigned is not required to post bond but shall file an acceptance of the office.

7. The Guardian ad Litem volunteer attorney assigned is excused by the Court from filing a written report, as provided in Florida Rules of Juvenile Procedure 8.215. If subsequently ordered, this
Guardian Ad Litem Appointment Letter from the Court (page 2)

1/31/2018 1:37 PM FILED IN OFFICE TIFFANY MOORE RUSSELL CLERK OF CIRCUIT COURT ORANGE CO FL Page 2

report shall include a statement of the wishes of the child(ren) and the recommendation of the Guardian ad Litem and shall be provided to all parties and the Court as required by law.

8. A copy of this Order shall serve as authorization for staff of the Guardian ad Litem Program, a volunteer certified by the Legal Aid Society’s Guardian ad Litem Program, and the volunteer attorney Guardian ad Litem appointed herein, to communicate with any person and to inspect, abstract and make copies of any of the records relating to the above named child(ren) maintained by the Dependency and Delinquency Clerk of Court, DCF, and the Community Based Care provider, specifically but not limited to: Children Youth and Families; Economic Services; Developmental Services; Child Support Enforcement; Aging and Adult Services and Medicaid; Child Caring Agencies; State and County Public Health Facilities; Medical and Mental Health Professionals, including but not limited to doctors, nurses, pediatricians, psychologists, psychiatrists, counselors and their staff and including, but not limited to, any substance abuse, psychological and psychiatric reports, the State Agency for Healthcare Administration; any public or private school; the State of Florida Child Protection Team including, but not limited to Child Protection Team evaluations and reports, and law enforcement agencies and the Department of Corrections without necessity of written consent by the child’s parents regardless of the confidentiality or nonpublic classification status of said records or information.

9. The Guardian ad Litem’s access to his/her appointed child(ren), including classroom observations, shall not be restricted by any agency or person.

10. Upon Petition of the Guardian ad Litem and after proper notice, the Court may order inspection and/or copying of the records of individuals not named in this Order without their consent.

11. The staff of the Legal Aid Society’s Guardian ad Litem Program, a volunteer certified by the Legal Aid Society’s Guardian ad Litem Program and the volunteer attorney Guardian ad Litem appointed herein shall maintain any information received from any sources as confidential, and will not disclose the same except in written or oral reports to the Court or as otherwise authorized by the Court.

12. The volunteer attorney GAL subsequently named in the Notice of Guardian ad Litem Attorney Case Acceptance shall automatically be discharged two (2) years from the date this Order is signed by the Judge unless the Court determines that the services of the GAL are still necessary. If the GAL believes that their services are required beyond the two year limitation, a motion shall be filed by the GAL and the Court shall determine whether the continuing appointment of the GAL is necessary.

DONE AND ORDERED AND FILED IN OPEN COURT on this the 31st day of January, 2018.

[Signature]
Circuit Court Judge

Clerk: Upon filing of this Order and acceptance, please furnish copies to DCF, any attorney of record, the Legal Aid Society GAL Program Office and the child.

Page | 2 of 2

JAN 31 2018
Foster Care – Golden Ticket Registration form

ORANGE COUNTY PUBLIC SCHOOL
EMERGENCY REGISTRATION FORM
(Children in Foster Care)

STATUTE
This document provides all information required for the Florida Department of Children and Family Services representative (Community Based Care of Central Florida, Devereux, Children’s Home Society, etc.) to notify the school and for the school to immediately enroll the child in compliance with Florida Statute 39.0016 and 1003.21-22.20.

DIRECTIONS
This form shall be completed by the child welfare agency for all school-aged children who enter foster care and provided to the school registrar. The form must be completed, attached with the court order and/or placement letter and provided to the school’s acting registrar for immediate registration (within 48 hours of the child entering the home). Following this emergency registration, foster home parents, relative caregivers, non-relative caregivers or shelter staff must complete the official OCPS registration packet within 1 week to ensure the student is completely registered within the school district. This form will allow a child to be enrolled in school without ANY delay and should automatically enroll the child into free/reduced lunch.

Date: ______________________

Student First Name: __________________ Student Last Name: __________________

DOB: ___________________ Gender: ___________ Grade: ______________

Zoned School (based on placement): ________________________________

Previous School: __________________________ County: ________________ Withdrawn from school? Y/N: __________________

Name of Foster Parent/Caregiver: ________________________________

Foster Parent Address: __________________________________________

Foster Parent Phone #: (work) _______________ (home) _______________ (cell) _______________

Case Manager Name: ___________________________ Phone #: __________ Email: ______________

Supervisor’s Name: ___________________________ Phone #: __________ Email: ______________

Special Needs: □ ESE □ 504 □ ESOL/ELL □ SOCIAL □ MEDICAL □ EMOTIONAL

Comments: ________________________________

Is there a court order prohibiting/limiting birth parent or other person(s) to have contact with student? □ NO □ YES (attach court order)

Have parental rights been terminated? Mother: □ NO □ YES (attach court order)

Father: □ NO □ YES (attach court order)

List persons authorized to sign non-ESE school consent forms (Code of Conduct, Permission for Field Trips, etc.) Include all Community Based Care of Central Florida representatives and the foster parent(s) listed above.

1. ______________________________

2. ______________________________

3. ______________________________

If there are any questions regarding the registration of a student who has been placed in foster care, please contact the Student Advocacy Team 407-886-9532 or 407-886-9576. For case management questions, contact Community Based Care at 321-441-2050

Updated May 21, 2017 /RAM
Orange County Public Schools

ORANGE COUNTY PUBLIC SCHOOL
EMERGENCY REGISTRATION FORM
(Children in Foster Care)

Persons listed below are authorized to pick up this child. (Registrar: Please add these to contacts in SMS)

1. 
2. 
3. 

To the best of my knowledge, ______________________ has/has not (circle one) been expelled from school attendance at a private school or public school division of the School District of Orange County, 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.

To the best of my knowledge, ______________________ has/has not (circle one) been found guilty of or adjudicated delinquent for any felony offense listed in Florida or any substantially similar offense under the laws of any other state, the District of Columbia, or the United States or its territories.

To the best of my knowledge, ______________________ is in good health and is free from communicable or contagious disease. If documentation of a physical exam, birth certificate, social security number, and/or immunization record is unavailable at time of enrollment, they must be provided to the school within 30 days of enrollment.

I am a representative of the agency having legal custody of the above-named child. This child meets the definition of a child placed in foster care in Florida Statute 39.0016 and 1003.2122. Therefore, I am presenting the child for immediate enrollment.

Name of Person Completing Form: ______________________ Date: ________________

Signature: ______________________

Title: ______________________ Agency: ______________________ Phone: ________________

For Office Use (Registrar):

☐ Provided a copy of this form to Principal and Foster Care Designee
☐ Updated contacts and legal alerts in SMS
☐ Advised Cafeteria Manager for free lunch benefits
☐ OCPS Registration Completed

If there are any questions regarding the registration a student who has been placed in foster care, please contact the Student Advocacy Team at 407-836-6532 or 407-836-6579. For case management questions, contact Community Based Care at 321-444-0260.

Updated May 31, 2017 /RAM
Parental Dietary Request Form

OCPS Food & Nutrition Services is committed to the mission and vision of our organization. We aim to serve nutritious meals to all children, including those having medically diagnosed or special dietary needs. By completing this dietary request form, you are acknowledging the following:

- Your child/student has a medically certified dietary need for special meal accommodations.
- An official FNS Dietary Order Form has accompanied this document and should be completed and returned to the school when the child/student has a disability that impacts one or more major life activities and/or there is a need to modify the student’s meals outside of standard federal regulations.

Student Name: ___________________________ Student ID: __________ DOB: ______
School Name: ___________________________ Teacher: ______________________

Does your child/student have food allergies? □ Yes □ No
Are the allergies severe or life-threatening? □ Yes □ No (If Yes, FNS Diet Order Form Requested)

Does your child/student have a medical disability that limits at least one major life activity and require meal modifications outside of the traditional federal meal program? □ Yes □ No (If Yes, FNS Diet Order Form Requested)

Explain: ________________________________________________________________

Medical Release statement: I, ________________________________, the official parent/guardian of the child above do hereby consent to the exchange of pertinent dietary information between the physician and school as needed. All information will be kept confidential.

Physician’s Name: ___________________________ Physician’s Phone Number: __________
Parent/Guardian Signature: ___________________________

Indicate all food allergies and sensitivities. Describe all food and beverages that must be avoided by the student.

Milk/Dairy: □ No fluid milk; Select an available substitute: □ Lactose-free milk □ Soy milk □ Water
□ No cheese, yogurt or ice cream □ No foods made with milk such as baked goods, butter, etc. □ No foods containing milk proteins or sugars such as casein, whey, or lactose
□ Other: ________________________________________________________________

Egg: □ No whole eggs □ No egg whites □ No eggs in baked goods □ No mayonnaise or creamy salad dressings
□ Other: ________________________________________________________________

Wheat: □ No wheat (i.e. white or brown bread, pizza crusts, pastas, crackers, etc.) □ No Rye, Oat, or Barley
□ Other: ________________________________________________________________

Soy: □ No tofu, textured vegetable protein, or soy sauce □ No soybean oil □ Other: ________________________________________________________________

Peanuts/Tree Nuts: □ Omit all foods containing Fish/Shellfish: □ Omit all foods containing

List any other or additional food allergies not yet specified: ________________________________________________________________

Indicate foods to omit: ________________________________________________________________
Suggested substitutes: ________________________________________________________________

Print Name of Parent/Guardian: ___________________________ Parent/Guardian Signature: ___________________________
Contact Phone Number: ___________________________ Email: ___________________________
Student Number Delete Form

**This will Delete the Student Number from the SMS District**
Illegible/Incomplete form will not be processed.

For Student Enrollment Office Use Only

Completed By: __________________ Date: / / Heat #: __________________

Student Last Name: __________________ First Name: __________________ Middle Initial: ______

Date of Birth: / / __________

INCORRECT Student Number ____________________________

Reason for Deletion: ____________________________

CORRECT Student Number ____________________________

Date Submitted: / / __________

Print Name: __________________ Authorized Signature: __________________

School Name: __________________ School #: __________________

Complete all steps before submitting form

1. All necessary student data from incorrect student number, must be entered on the correct student number by the school prior to the deletion of the incorrect student number.
2. If deleting a student with data with ESE programs, contact the Exceptional Education Department before submitting this form.
3. The incorrect student number must show as withdrawn with valid code. Do not use CSE/CSW.
4. If student has more than one incorrect student number, only 1 form needs to be submitted listing all incorrect numbers.

Directions:

Email completed form to Student Enrollment at studentenrollment@ocps.net
Confirmation will be sent via e-mail.

Revised 1/13/2017