



MetroWest Elementary School

1801 Lake Vilma Drive, Orlando, Florida 32835

Patricia Smith, Principal

James Weis - Assistant Principal

Atresa Grubbs-Holmes - Assistant Principal

407-296-6450 www.metrowest.ocps.net

Student Enrollment Checklist

All registrations require a custodial parent or legal guardian to accompany the student for enrollment. To register your child in school, the following documentation is necessary for all students, including current OCPS students:

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. The collection of the SSN shall not be used for immigration enforcement. Providing the student's SSN to OCPS for these purposes means that you consent to the use of the student's SSN in the manner described.

Verification of Legal Name and Age

Birth Certificate

To enter **kindergarten**, a child must be 5 years old on or before September 1.

To enter **first grade**, a child must be 6 years old on or before September 1.

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 the last year. If documentation cannot be provided a physical examination must be obtained within 30 days of registration.

Verification of Academic History (from previous school)

- Withdrawal Form Last report card

Verification of Special education information (if applicable)

- Current IEP Current 504 plan

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 parents or custodial parent live outside of Orange County or adjacent counties of Brevard, Osceola, Polk, Lake, Seminole and Volusia) available at: Pupil Assignment located in the Ronald Blocker Educational Leadership Center: 445 W Amelia St., Orlando FL 32801

Verification of your domicile in Orange County, two documents required (one from each column): All documents must be originals and reflect parent/legal guardian's name and the address provided for enrollment.

Document 1:	Document 2:
<input type="checkbox"/> Current Homestead Exemption card or a property tax statement	<input type="checkbox"/> Valid FL Driver's License with current address <input type="checkbox"/> Utility Bill or work order dated in the past 30 days
<input type="checkbox"/> Signed Settlement Statement	<input type="checkbox"/> Valid FL I.D. Card with current address
<input type="checkbox"/> Current Lease	
<input type="checkbox"/> Verification of Address (Contact Pupil Assignment at 407-317-3233 and/or schedule appointment at http://pupil.ocps.net)	

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 407-317-3200 ext. 2871.