



Student Services

School District of Clay County

Checklist for Enrollment of K-12 Students

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate zoned school.

**For further information, please contact the Records Secretary
at your zoned school.**

Evidence of Proper Age

___ Official birth certificate.

If such certificate is not available, the following forms of evidence are acceptable:

___ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.

___ Insurance policy on the child's life which has been in force at least two years.

___ A passport or certificate of arrival in the U.S. showing the age of the child.

___ Official school records that provide evidence that the child has attended school for four years.

Evidence of Medical Examination

- ___ Within 30 days students grades K-12 and entering Florida school for the first time, must present evidence of a medical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose of becoming a Clay County Public School student.
- ___ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.
- ___ Medical Treatment Form, if needed. A separate form will be provided at the school.

Evidence of Immunization

- ___ Florida Certificate of Immunization (Form HD680)
- ___ Religious exemption (Form 681), a temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680, Part C).

Evidence of Custody/Guardianship

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

- ___ The individual registering the child must provide documentation of custody by an appropriate state agency such as the Department of Children and Families or the Court.
- ___ If the student lives in a residence licensed by the Department of Children and Families, the student may be enrolled in the school that serves that licensed residence.
- ___ A bona fide In-Loco-Parentis relationship must be established. School Board Policy 4.08.

Emergency Information

- ___ Registration emergency card (Note: Only parents/guardians signing registration form can change registration/emergency information).

School Records (If Any)

- ___ Latest report card and/or transcript needed for appropriate grade placement. A records request form will be provided at the school.

Proof of Residency

Clay County School District requires detailed proof of residency provided by a parent/guardian or adult student. Follow the requirements below that best describe your living situation.

If you are **HOMEOWNER**, you **MUST** provide the following **three** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide **one** additional document showing current address from the list below:

- Homeowners insurance policy
- Medical insurance statement
- Property tax record
- Termite bond
- Vehicle registration
- Paycheck stub
- Credit card statement

If you are a **RENTER**, you **MUST** provide the following **three** documents:

- Current lease with the names of everyone living in the household listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide **one** additional document showing current address from the list below:

- Renters insurance policy
- Medical insurance statement
- Vehicle registration
- Paycheck stub
- Credit card statement

If you are **living with a person who owns their home**, the *homeowner* **MUST** provide the following **four** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Homeowner's* Acknowledgement form
- Driver's license/Florida ID with current address

AND

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *homeowner*

You **MUST** provide **one** additional document showing current address from the list below:

- Bank statement
- Cell phone statement
- Vehicle registration
- Paycheck stub

If you are **living with a person who is a renter**, the *renter* **MUST** complete:

- Notarized *Homeowner's Acknowledgement* form

AND

The renter **MUST** provide the following **three** documents:

- Current lease
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *renter*

You **MUST** provide **one** additional document showing current address from the list below:

- Bank statement
- Paycheck stub
- Cell phone statement
- Credit card statement
- Vehicle registration

Verifying Residence for the District:

All addresses and changes of address are subject to verification. All student residence addresses and all documents submitted for verification are subject to validation by district staff. Students who are suspected of residing outside of Clay County or in an attendance zone not designated for that student—unless having an approved SPR – will be reported to the district for residency verification.

The district has the authority to verify enrollment information provided by the parent and to reassign a student based upon the investigative determination. A student who is found to be attending an out-of-zone school as the result of giving false or misleading information at registration, shall immediately be transferred to the appropriate school OR withdrawn and referred to the county of legal residence. Any disagreement regarding the investigative finding(s) will be reviewed by the Superintendent or his/her designee.

Parent(s) residing in Clay County or in another district requesting their child live with someone other than the parent/guardian must show documented evidence of physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. If not, that person must have guardianship of the student(s).



**HOMEOWNER'S ACKNOWLEDGEMENT
(Household Status)**

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct.

I _____ acknowledge that _____
(owner) (additional residents)

reside at _____

(Print Homeowner/Property Manager name)

(Homeowner/Property Manager signatures)

Owner's Contact Information:

(Address)

(Phone number)

This lease is:

- annual
- month to month

STATE OF _____/COUNTY OF _____

SUBSCRIBED and SWORN before me on this day of _____, 20_____,
by _____, who () is personally known to me or () has produced a
Florida Driver's License.

Signature of Notary

Name of Notary typed, printed or stamped

Notary Public, State of _____ at Large
My Commission Number is _____
My Commission expires _____

Clay County



District Schools

AUTHORIZATION FOR RELEASE AND/OR EXCHANGE OF INFORMATION

Please release and/or exchange records to the school marked below:

To: _____

Subject: Records Request

I hereby request and authorize that the following information:

- Attendance
- Birth Certificate
- Discipline
- Gifted/IEP/504/ELL/MTSS
- Immunization/Health Records/Physical
- Legal (custody, guardianship)
- Psychological Evaluations
- Report Cards
- Standardized Test Scores

Be released on:

Student Name (First, Middle, Last) _____

Student Date of Birth _____

Date Of Request _____

Authorized Signature _____

ADULT EDUCATION / VIRTUAL SCHOOL	
Adult/Community Education 2306 Kingsley Avenue, Building B Orange Park, 32073 (904) 272-8170; Fax: 272-8164	Clay Virtual Academy 2306 Kingsley Avenue Orange Park, 32073 (904) 529-4804; Fax: 284-6583

Parental Permission is not required when authorized school personnel request records. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673)

ELEMENTARY			
Argyle Elementary 2625 Spencer Plantation Blvd. Orange Park, 32073 (904) 573-2357; Fax: 573-2368		Middleburg Elementary 3958 Main Street Middleburg, 32068 (904) 291-5485; Fax: 291-5491	
C.E. Bennett Elementary 1 South Oakridge Avenue Green Cove Springs, 32043 (904) 529-2126; Fax: 529-2133		Montclair Elementary 2398 Moody Road Orange Park, 32073 (904) 278-2030; Fax: 278-2090	
W.E. Cherry Elementary 420 Edson Drive Orange Park, 32073 (904) 278-2050; Fax: 278-2056		OakLeaf Village Elementary 410 OakLeaf Village Parkway Orange Park, 32065 (904) 291-5458; Fax: 291-5471	
Clay Hill Elementary 6345 State Road 218 Jacksonville, 32234 (904) 289-7193; Fax: 289-9667		Orange Park Elementary 1401 Plainfield Avenue Orange Park, 32073 (904) 278-2040; Fax: 278-2045	
Coppergate Elementary 2250 County Road 209, North Middleburg, 32068 (904) 291-5594; Fax: 291-5597		Paterson Elementary 5400 Pine Avenue Orange Park, 32003 (904) 278-2078; Fax: 278-2093	
Doctors Inlet Elementary 2634 State Road 220 Middleburg, 32068 (904) 213-3000; Fax: 213-3011		Plantation Oaks Elementary 4150 Plantation Oaks Blvd. Orange Park, 32065 (904) 214-7478; Fax: 214-7477	
Fleming Island Elementary 4425 Lake Shore Drive Orange Park, 32003 (904) 278-2020; Fax: 278-2026		RideOut Elementary 3065 Apalachicola Blvd. Middleburg, 32068 (904) 291-5430; Fax: 291-5434	
Grove Park Elementary 1643 Miller Street Orange Park, 32073 (904) 278-2010; Fax: 287-2015		Ridgeview Elementary 421 Jefferson Avenue Orange Park, 32065 (904) 213-2952; Fax: 213-2960	
S. Bryan Jennings Elementary 215 Corona Drive Orange Park, 32073 (904) 213-3021; Fax: 213-3014		Shadowlawn Elementary 2945 County Road 218 Green Cove Springs, 32043 (904) 213-2036; Fax: 529-1011	
Keystone Heights Elementary 335 Pecan Street Keystone Heights, 32656 (352) 473-4844; Fax: 473-4110		Swimming Pen Creek Elementary 1630 Woodpecker Lane Middleburg, 32068 (904) 278-5707; Fax: 278-5720	
Lake Asbury Elementary 2901 Sandridge Road Green Cove Springs, 32043 (904) 291-5440; Fax: 291-5444		Thunderbolt Elementary 2020 Thunderbolt Road Orange Park, 32003 (904) 278-5630; Fax: 278-5633	
Lakeside Elementary 2752 Moody Avenue Orange Park, 32073 (904) 213-2966; Fax: 213-2965		Tynes Elementary 1550 Tynes Blvd. Middleburg, 32068 (904) 291-5400; Fax: 291-5403	
McRae Elementary 6770 County Road 315-C Keystone Heights, 32656 (352) 473-5686; Fax: 473-5148		Wilkinson Elementary 4965 County Road 218, West Middleburg, 32068 (904) 291-5420; Fax: 291-5425	

JUNIOR AND SENIOR HIGHS			
Green Cove Junior High 1220 Bonaventure Avenue Green Cove Springs, 32043 (904) 529-2140; Fax: 529-2114		Clay High 2025 Highway 16, West Green Cove Springs (904) 529-3000; Fax: 529-2112	
Lake Asbury Junior High 2851 Sandridge Road Green Cove Springs, 32043 (904) 291-5582; Fax: 291-5593		Fleming Island High 2233 Village Square Parkway Orange Park, 32003 (904) 541-2100; Fax: 541-2128	
Lakeside Junior High 2750 Moody Avenue Orange Park, 32073 (904) 213-2980; Fax: 213-2987		Keystone Heights Jr.-Sr. High 900 S.W. Orchid Avenue Keystone Heights, 32656 (352) 473-2761; Fax: 473-1537	
OakLeaf Junior High (6-8) 4095 Plantation Oaks Blvd. Orange Park, 32065 (904) 213-5500; Fax: 291-2549		Middleburg High 3750 State Road 220 Middleburg, 32068 (904) 213-2100; Fax: 291-5462	
Orange Park Junior High 1500 Gano Avenue Orange Park, 32073 (904) 278-2000; Fax: 278-2009		Oakleaf High School 4035 Plantation Oaks Blvd. Orange Park, 32065 (904) 213-1900; Fax: 272-8599	
Wilkinson Junior High 5025 County Road 218, West Middleburg, 32068 (904) 291-5500; Fax: 291-5510		Orange Park High 2300 Kingsley Avenue Orange Park, 32073 (904) 272-8110; Fax: 272-8181	
Bannerman Learning Center 608 Mill Street Green Cove Springs, 32043 (904) 529-2100; Fax: 529-1025		Ridgeview High School 466 Madison Ave Orange Park, FL 32065 (904) 213-5203; Fax: 213-3033	