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Student Enrollment Staff and Telephone Numbers

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

Fax: (407) 317-3298

**STACI NEAL**
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staci.neal@ocps.net

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Program Coordinator
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**Tiffany Ezeb**
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Tiffany.ezeb@ocps.net

**VACANT**
Support Clerk
(407) 317-3200 Ext. 2022154
noreply@ocps.net

**ASHLEY TRABAL**
Support Clerk
(407) 317-3200 Ext. 2022434
Ashley.Trabal@ocps.net

**SHONN THOMPSON HARRISON**
Receptionist
(407) 317-3233
Shonn.ThompsonHarrison@ocps.net
Enrollment Procedures
To register your student in school, the following documentation is necessary:

- **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.
  - 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 residence in Orange County (with one of the following):**
  - Current Homestead Exemption Card, current property tax statement or signed Settlement Statement
  - Current signed lease (Additional documentation could be requested)
  - Verification of address: Online requirements and secure submission at:
    https://www.ocps.net/departments/student_enrollment/verification_of_residence

  The Office of Student Enrollment is located at 6501 Magic Way, Bldg 100-B, Orlando, Fl 32809

- **Verification of Guardianship**
  - Birth Certificate

  If applicable, you must provide one of the following:

  - Court Documentation (such as divorce decrees w/parenting plan or the placement of children through court)
  - 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:
    https://www.ocps.net/departments/student_enrollment/guardianship

  The Office of Student Enrollment is located at: 6501 Magic Way, Bldg 100-B, Orlando, Fl 32809

*Other forms of age verification are permissible under Section 1003.21, Florida Statues

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.*

Obtained online by visiting:
https://www.ocps.net/departments/student_enrollment/verification_of_residence

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

*Orange County Public Schools*  
*Leading Students to Success*
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**

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

Educational Guardianship is obtained online by visiting: https://www.ocps.net/departments/student_enrollment/guardianship

If necessary, may be obtained by appointment, http://appointments.ocps.net, at Office of Student Enrollment
6501 Magic Way, Bldg 100B, Orlando, FL 32809 (407) 317-3233

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

<table>
<thead>
<tr>
<th>Documents needed:</th>
<th>Documents needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parent is incarcerated</td>
<td>1. Proof of parents address outside of the seven counties listed above or the state of Florida.</td>
</tr>
<tr>
<td>• Proof of imprisonment</td>
<td>2. Notarized statement from custodial parent assigning individual as the educational guardian.</td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
<td></td>
</tr>
<tr>
<td>2. Parent is hospitalized</td>
<td></td>
</tr>
<tr>
<td>• Documents stating when the parent was admitted and possible release date.</td>
<td></td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
<td></td>
</tr>
<tr>
<td>3. Parent is deployed.</td>
<td></td>
</tr>
<tr>
<td>• Military deployment orders</td>
<td></td>
</tr>
<tr>
<td>• Notarized statement from custodial parent.</td>
<td></td>
</tr>
</tbody>
</table>

**Parent is deceased**

Documents needed:

- Copy of the obituary or death certificate.

**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.
Academic History

“Is this the correct school for the grade level?”
- OCPS withdrawal form
  - (Traditional, Charter, McKay and Home School)
- 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 historical SMS (last name, first name and date of birth) (http://sms.ocps.net)
  - Use the OCPS number with FLEID
- If student is coming from another Florida school district
  - Check Student Locator (see below) for student alias number

**********Student Historical Name search

How to Access/Use Student Locator

Here are the instructions:

1. Go to this site: https://portal.fldoesso.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.
Determine the enrollment code

For additional information, please review Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students
http://www.fldoe.org/core/fileparse.php/18617/urlt/1819-appenda.xls

<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>

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
Skyward Security for Registrars

Principals have the authority to change security levels for registrars – please refer to CCDOCS (Modifying Security – Principals 111418, https://ocps.ancileuperform.com/#/content/1.11.38303) or Canvas Course for Principals to change or update security rights for registrars.

Add/Change/Delete (ACD) for the following:
- ATT
- CYSCHSEC or CYSCHES
- Demographics and Enrollment
- Early Childhood
- ELL
- Entity
- Family
- Fed State
- FL/NCLB
- Foster Care
- Health
- Homeless
- Immigrant
- Local Programs
- Migrant
- State survey
- Zoned/dist school

Inquiry for the following:
- Entity Counts
- Section 504
- ESE
- S.P.Survey
Student Cumulative (CUM) Folder Order

- Every student record must be kept in the traditional cumulative folder as a paper copy as prescribed by law.

- No Student Discipline Files or Educational Portfolios are to be filed in the Cumulative Folder.

Educational Records Review Log (Card) Very front

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)

- 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)**
- Any documents not listed above, such as, teacher Out-of-Field Letters, Subpoenas, injunctions (temporary), these documents should be removed and discarded after expired.
- Other non-standard items

**Mental Health Items (Tan)**
- Threat Response for Self-Harm document
- Parent Acknowledgement Form
- Baker Act re-entry meeting notes
- Safety Plans
- Counseling Referral
- Counseling Consent
- Columbia Suicide Screening forms
- Mental Health Assessment Consent

*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 (LIP indicators page, Enrollment)
- Pro grammatic 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: CELLA score report, Annual Placement Letter, etc.)
- Portfolio Cover

ELL Committee Document Order and/or Extention 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 done during October AND February ELL (Survey 2 and Survey 3).
- Schedule and Plan Date must be updated anytime the student’s schedule changes. A copy 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 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 Skyward

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 Skyward

Transfer Request Approved

- Student remains for the rest of the school year

Transfer Request Denied

- Student Remains until end of 1st Semester

*includes when parents move out of county
**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 Skyward

**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 Skyward

**Enter AYC Exception Reason in Skyward**

**Student remains for the rest of the school year**

*includes when parents move out of county
How to Enter an Out of County Address

Contact Renata Parobczy Renata.parobczy@ocps.net with the address so she may enter it into Skyward and follow procedures in CCDOCS – (Skyward 1.2 Student Enrollment 08172022, https://ocps.ancileuperform.com/#/content/1.11.39872?contextId=1.11.39623) p. 9, Outside Path – Attending Out of Zone School – Lives outside of Orange County
Special Areas of Attention
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:

- **Josie Medina, Senior Director**
  407-317-3200 Ext. 2003410

- **Liesl Hernandez, Director**
  407-317-3200 Ext. 2003410

- **Yaneth Mena - Peñaranda, Senior Administrator for ESOL Compliance**
  407-317-3200 Ext. 2003410

- **Sohira Sarmiento, Senior Administrator for Curriculum & Instruction**
  407-317-3200 Ext. 2003410

- **Mariely Vasquez, Administrative Secretary**
  407-317-3200 Ext. 2002711

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

- **Support Service Clerk III**
  407-317-3200 Ext. 3762701

Updated: 9/8/22
FES (Family Empowerment Scholarships) (formerly McKay Scholarships)

https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=92918

- ALL enrollment and withdrawal on Skyward to and from private schools must be done at the district level by the district FES-UA 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 FES-UA Office (ocps,FES-UA@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 FES-UA 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 FES-UA Office (ocps,FES-UA@ocps.net) to complete the withdrawal and enrollment

Contact Sabrina Britt or Beth Hoover at ocps,FES-UA@ocps.net or 407-317-3275 for further information or questions.

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.

https://www.ocps.net/departments/school_choice/home_education

For more information regarding Home Education, please contact:

homeeducation@ocps.net

Gezeall Atkins, Registrar
407.317.3314
homeeducation@ocps.net

Phyllis Carter, Registrar
407.317.3484, ext. 2022870
homeeducation@ocps.net
Orange County Virtual School (OCVS)

Orange County Virtual School is led by Brandi Gurley, Principal.

https://ocvs.ocps.net/

For more information, please contact:

Marilyn Stevenson, School Secretary/Bookkeeper
407.317.3327
Marilyn.Stevenson@ocps.net

Updated 8/9/22
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 Koren, Esq.
Ext. 200-2928
Sarah.Koren@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 Skyward reflects the proper address.

When a child is received at a new school of 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

Natasha Taylor, Senior Manager
407.836.9532
134987@ocps.net
Student Withdrawal Procedures

Any student (includes charter schools, exceptional education, FES-UA 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.)

Step 1:
  Parent: Email current school notice that they are withdrawing student. Include parent ID, student name, and student number

Step 2:
  Current School: Email the withdrawal form to parent

Step 3:
  Parent: Email signed withdrawal form back to the current school, and
  If changing from one OCPS school to another OCPS school:
    Parent: Email the receiving school the following:
    • Signed withdrawal form
    • Parent/Guardian ID
    • Proof of residency (one of the following)
      o home ownership
      o current lease
      o verification of residence issued from the Office of Student Enrollment
    • Parenting Plan or Educational Guardianship (if appropriate)
    • Changing Schools Registration Packet (found online)

Hold the withdrawal form until after the grades are posted
(if near/at the end of any grading period), before withdrawing in Skyward.

  • Enter appropriate withdrawal code
  • Process withdrawal—hold in W/D file and
    o 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 Process:

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

**Parent/Guardian needs to:**

☐ Notify Current School of intent to withdraw, include Student Name, Student Number, and parent ID (parent may Phone, Email, or go in person)

☐ Complete, sign, and return the withdrawal form provided by registrar (with ID)

☐ Return books, electronics, and any other school materials (in person)

**IF transferring from one OCPS school to another OCPS school**

☐ Complete Changing Schools Registration Form to update contacts/health information and provide to new school (Changing Schools Registration form attached below) (https://www.ocps.net/cms/One.aspx?portalid=54703&pageid=197816)

☐ Parenting Plan or Educational Guardianship (if appropriate)

☐ Proof of Residency (send one only): Home ownership, current lease, or Verification of Residence (VOR) issued by the Office of Student Enrollment

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

☐ Completed withdrawal form

**Please allow withdrawing school 24 hours to complete the requested withdrawal**
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
<table>
<thead>
<tr>
<th>Last Name (Legal)</th>
<th>Name Suffix (i.e.: Jr, II)</th>
<th>First Name (Legal)</th>
<th>Middle Name</th>
<th>Preferred Name</th>
<th>Student SSN # (optional)</th>
</tr>
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**Domicile Address**

- **Apt #**
- **City**
- **Zip Code**
- **Primary Phone Number**

**Mailing Address**

- **City**
- **Zip Code**
- **Parent/Guardian - Primary E-mail Address**

**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 without slowdown when loading web pages or dropping the connection?**

- [ ] Yes
- [ ] No

**Birth Date (Month/Day/Year)**

- [ ] Yes
- [ ] No

**The student is a twin, triplet, etc.**

**Birthplace (City/State/Country)**

**Gender**

- [ ] Male
- [ ] Female

**Federal Ethnic Category**

- [ ] Non-Hispanic/Non-Latino
- [ ] Hispanic/Latino

**Federal Race Categories (Check all applicable)**

- [ ] White
- [ ] Black or African American
- [ ] Asian
- [ ] American Indian/Alaska Native
- [ ] Native Hawaiian or other Pacific Islanders

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

- [ ] No
- [ ] Yes

**Student Lives With**

- [ ] Both Parents
- [ ] OCPS Ed. Guardian
- [ ] Mother
- [ ] Father
- [ ] Legal Guardian
- [ ] Other / Step Parent

**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>
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</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.

§37.06 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**
### Parent/Guardian Information

<table>
<thead>
<tr>
<th>Last Name (Legal)</th>
<th>First Name (Legal)</th>
<th>Middle Name</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domicile Address</td>
<td>Apt #</td>
<td>City</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Primary Phone Number</td>
<td>Cell Phone</td>
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</table>

<table>
<thead>
<tr>
<th>Parent/Guardian - Primary E-mail Address</th>
<th>Pickup student?</th>
<th>Legal Documentation (example: custody, restraining order, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>If there is no Legal Alert: Enter &quot;N/A&quot; Please provide supporting documentation No</td>
</tr>
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</table>

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<thead>
<tr>
<th>Parent/Guardian</th>
<th>Relation to Student</th>
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<tbody>
<tr>
<td>Parent</td>
<td>Parent</td>
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<tr>
<td>Legal Guardian</td>
<td>OCPS Ed. Guardian</td>
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<tr>
<td>Other</td>
<td>OCPS Ed. Guardian</td>
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</tbody>
</table>

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<th>Middle Name</th>
<th>Work Phone</th>
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</thead>
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<tr>
<td>Domicile Address</td>
<td>Apt #</td>
<td>City</td>
<td>Zip Code</td>
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<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
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<th>Primary E-mail Address</th>
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<td>Yes</td>
<td>If there is no Legal Alert: Enter &quot;N/A&quot; Please provide supporting documentation No</td>
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<td>OCPS Ed. Guardian</td>
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<tr>
<td>Other</td>
<td>OCPS Ed. Guardian</td>
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</table>

### Other Contact - Relationship

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Contact Phone</th>
<th>Pickup student?</th>
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</table>

**837.06 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

---

Page 35
**Student Enrollment Handbook**

**ORANGE COUNTY PUBLIC SCHOOLS**
Orange County Public Schools
Emergency and Student Health Information Form
School Year 2022-2023

**STUDENT INFORMATION**

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

- Preferred Name
- Legal Documentation (example: custody, restraining order, etc.)
  If there is no Legal Alert: Enter “NA” Please provide supporting documentation

<table>
<thead>
<tr>
<th>Parent/Guardian - Primary E-mail Address</th>
<th>Gender</th>
<th>Birth Date</th>
<th>Primary Phone</th>
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<th>Address Domicile</th>
<th>Apt #</th>
<th>City</th>
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**Do you need communication in a language other than English?**
- [ ] No
- [ ] Yes
- Spanish
- French
- Portuguese
- Haitian Creole
- Vietnamese

**Medication Currently Taking (Prescription and Over-the-Counter (OTC))**

**Medical History/Physical Limitations**

**Allergies to Medication, Food, or other substances:**

- Medications
- Food (Diet Order Form Link - Please complete and take to school)
- Other substances

**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>
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<th>Primary Phone</th>
<th>Cell Phone</th>
<th>Employer</th>
<th>Business Phone</th>
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<th>Home Phone</th>
<th>Cell Phone</th>
<th>Employer</th>
<th>Business Phone</th>
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**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.**

**Diet Order Form - Parent/Guardians must complete and sign the front of the form in its entirety. A signature releasing medical information is necessary should the physician need to be contacted regarding diets related to medical disabilities.**

OCPS Stu (Revised 03 02 2022) OCPS04856Pup
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>
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**SCHOOL HEALTH SERVICES**

Pursuant to Florida Statute 1001.42, HB 1557: A parent/guardian MUST Opt In for health services. Opt in MUST be completed on-line for screenings, clinic services, and other health services. Directions to complete digital document:

1. Log in to the OCPS Parent Portal: https://parents.classlink.com/ocps
2. Complete Parent Consent Forms
3. Any questions, please reach out to your child’s school or visit ocps.net/Skyward

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.

By signing this form, I accept and acknowledge the terms herein.

Parent/Guardian: ____________________________  Date: ____________________________

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

*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
http://www.fldoe.org/core/fileparse.php/18617/urlt/1819-appenda.xls

<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>
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<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>Withdrawal from Florida Public Schools</td>
<td>W8B</td>
<td>Any student who received a certificate of completion. The student met the minimum credits, 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>---------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W09</td>
<td>Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W10</td>
<td>Any student who completed the Performance-Based Exit Option Model Program requirements, passed the Performance-Based Exit Option Tests and the state approved graduation test, and was awarded a State of Florida High School Performance-Based Diploma.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W12</td>
<td>Any PK-12 student withdrawn from school due to death.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W13</td>
<td>Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.)</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W15</td>
<td>Any KG-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W18</td>
<td>Any KG-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W21</td>
<td>Any KG-12 student who is withdrawn from school due to being expelled with no educational services.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W22</td>
<td>Any KG-12 student whose whereabouts is unknown 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>W23</td>
<td>Any KG-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W24</td>
<td>Any KG-12 student who withdraws from school to attend a Home Education program.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W25</td>
<td>Any student under the age of 6 as of February 1 of the current school year who withdraws from school.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W26</td>
<td>Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>W27</td>
<td>Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.</td>
</tr>
<tr>
<td>Withdrawal from Florida Public Schools</td>
<td>WD1</td>
<td>Any student with disabilities who met all of the requirements to receive a 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>--------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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>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. <em>(NOT Valid after 2018-19 school year)</em></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 5/30/19
(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 (not valid after 18-19), 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: Submit information via online form application.
Forms MUST be completed online with supporting docs attached.
Transfer descriptions are available online at:
https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=108275

Available Transfers from Office of Student Enrollment

- Academic Transfer (Seasonal)
- Academic Year Completion (AYC) Transfer
- Controlled Open Enrollment Transfer (Year Round)
- ESE Sibling Transfer
- Grandfathered Transfer (Seasonal)
- HOPE Scholarship (Available from Student Enrollment ONLY)
- Medical Transfer
- Pending Move Transfer
- Psychological Transfer
- Rising 5th, 8th, and 12th Grade Students
- School Personnel Transfer (Students of OCPS staff)

Applications links at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=198289
**Academic Year Completion (AYC) Transfers**

*(Deadline: During school year only)*

An Academic Year Completion Transfer (AYC) is available when the domicile of the Guardian changes after the start of the school year. The purpose of an Academic Year Completion Transfer is to allow a student to remain at the enrolled school for the remainder of the current school year when the family moves within the State of Florida and outside the attendance area of the school after the start of the school year. The following shall apply to Academic Year Completion Transfers:

a. The Transfer is only for the duration of the current school year;

b. Proof of residence, including the occupancy date (month/day/year), for a new lease for a rental property or property sales documentation for the purchase of a home, as the case may be, must accompany the request; and

c. *Transportation is not provided by OCPS*

**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 Skyward with the correct address and if out of your zone code exception reason as Academic Year Completion (AYC)

- Offer Academic Year Completion (AYC) Transfer, complete form ONLINE:

- 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 (AYC))
- 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

(Submitted from February 1st - April 30th of each school year)
An Academic Transfer is available to any high school student based on the following

I. A continuation of a sequential academic course of study, such as:
   i. A second or higher course of a world language;
   ii. A third or higher course of a Career and Technical Education program; or

II. Enroll in ROTC (initial entry into the program is restricted to rising freshman or sophomores).

The following conditions shall apply to Academic Transfers:

a. A course cannot be available at the assigned school or through the OCPS Virtual School or Florida Virtual Online School or Career and Technical Education Center;

b. An approved Academic Transfer is valid so long as the student is enrolled and is successful (a final course grade of C or better) in the requested academic subject and maintains a 2.0 or higher overall GPA;

c. Academic Transfers are to the next nearest qualified school;

d. Transportation is not provided by OCPS;

e. Siblings are not eligible to transfer with the student who is granted the Academic Transfer, unless the sibling meets the same criteria contained herein;

f. Transfers may be revoked pursuant to section (5) above, or the student’s course grade is below C or overall GPA is below 2.0;

g. A student who exits the designated course (basis for which the Academic Transfer was granted) must return to his or her assigned school and is not eligible for a Rising 8th or 12th grade Transfer; and

h. Courses within an available OCPS magnet program are not eligible for Academic Transfers; the magnet application process must be followed.

Controlled Open Enrollment Transfer

(Processed year-round)

A COET allows a family to transfer from any school, whether it is an OCPS school or not, to a school that has available capacity. Relevant factors are as follows:
a. The list of available receiving schools shall be revised every twelve weeks, at minimum, and published on the Office of Student Enrollment website. The list of receiving schools may also be revised based on programmatic changes or volume of requests;

b. The published list of available receiving schools shall include available capacity by grade level;

c. The receiving school must have available capacity and be on an approved list published by the OCPS Office of Student Enrollment;

d. A waitlist shall be utilized for applicants who do not receive a seat offer;

e. Transportation is not provided by OCPS, unless a specific exception is provided for transportation in Florida Statutes for a COET or is provided on the Office of Student Enrollment website;

f. The student requesting the COET cannot be subject to a current expulsion or suspension from the student’s current OCPS school or other school district;

h. Students may participate in interscholastic and intrascholastic extracurricular activities if they are enrolled at an OCPS school under the COET. However, the student may not participate in a sport if the student participated in the same sport at another school during the same school year, unless the student meets one of the following criteria:
   i. Dependent children of active duty military personnel whose move resulted from military orders;

   ii. Children who have been relocated due to foster care placement in a different school zone; or

   iii. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of the custodial parent.

i. Siblings may apply for the COET to the same school as the student granted the initial COET, so long as the school has an available seat for the sibling and is not over capacity.

j. Priority for the COET shall be given to the following groups:
   1. Students residing in Orange County, Florida;
   2. Dependent children of active duty military personnel whose move resulted from military orders;
   3. Children who have been relocated due to foster care placement in a different school zone; and/or
   4. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
ESE Sibling Transfer

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

A Sibling Transfer is available only for students who have siblings who have been placed into an ESE program at a school (with the same grade levels) other than their assigned school. The following shall apply to Sibling Transfers:

a. Students may remain at the school until all grade 11 levels at the school are completed (K-5, 6-8, 9-12), with the exception of Windy Ridge grades 6-8 and Arbor Ridge grades 6-8;

b. The student may remain at the school as detailed herein unless there is a change in placement of the ESE student; and

c. OCPS provides transportation to the ESE student as well as to any siblings for so long as the ESE student is being served at a particular school.

Grandfathered Transfer

(Timeframe: Processed by April 30th prior to the opening of the new rezoned school or up to 15 days after Board approval takes place after April 30th.)

A Grandfathered Transfer applies when a student is rezoned by OCPS and the student has not moved from the student’s current residence. The Grandfathered Transfer allows the student to remain at the student’s current school instead of being rezoned to another school. The Grandfathered transfer is available only for a student who meets the following criteria:

a. The student has been rezoned by OCPS two or more times during a grade level (K-5, 6-8, 9-12) at the student’s current address.
   i. Siblings may be eligible to transfer with the student who is granted this type of Grandfathered Transfer, so long as they qualify for another transfer as stated herein.

b. The student has been rezoned by OCPS from an established school to another established school.
   i. Siblings may be eligible to transfer with the student who is granted this type of Grandfathered Transfer, so long as they qualify for another transfer as stated herein.

c. The student has been rezoned by OCPS and is a rising 5th or 8th grade student.
i. Siblings may be eligible to transfer with the student who is granted this type of Grandfathered Transfer, so long as the school has an available seat for the sibling and is not over capacity. In addition, the transfer for the sibling will only be available for one school year. The following shall also apply to the Grandfathered Transfer:

a. Transportation is not provided by OCPS.

Medical Transfer

*(Deadline: processed year round)*

A Medical Transfer is for any student who has a serious medical condition that is sufficient to warrant a Transfer based on proximity to the treating medical facility or the condition cannot be served at the zoned school. The following shall apply to Medical Transfers:

a. Documentation from a physician is required and may be reviewed by OCPS designated medical staff for verification and to determine the appropriate school location to serve the student;

b. Medical Transfers are to the next nearest qualified school;

c. Transportation is not provided by OCPS; and

d. Siblings of a student granted a Medical Transfer may be eligible for a transfer to the same school, so long as the school has an available seat for the sibling and is not over capacity.

Pending Move

*(Deadline: processed year round)*

A Pending Move Transfer allows a student to attend a school of the Guardian’s future residence/domicile when the move in or closing date, as the case may be, is within ninety (90) days from the date the Application is submitted. The following shall apply to Pending Move Transfers:

a. The prospective address must be located within Orange County, Florida;

b. Transportation is not provided by OCPS;

c. If the family does not move by the date provided, the Guardian may apply for an extension by providing documentation of the reason for the delay to the Office of Student Enrollment prior to the end of the ninety (90) day period; and
d. A legal document signed by both parties, such as a contract, indicating the location of the prospective address and the proposed occupancy date (month/day/year) is required.

**Psychological Transfer**

*(Deadline: processed year round)*

A Psychological Transfer is for any student who has compelling psychological reason or condition that is sufficient to warrant a Transfer. The following shall apply to Psychological Transfers:

a. The Psychological Transfer may be reviewed by one of OCPS’ designated psychologists;

b. Documentation from a mental health provider is recommended to be provided when applicable;

c. Psychological Transfers are to the next nearest qualified school or to remain at the current school;

d. **Transportation is not provided by OCPS;** and

e. Siblings may be eligible to transfer with the student who is granted the Psychological Transfer, so long as the school has an available seat for the sibling and is not over capacity.

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

*(Deadline: Processed year round)*

A Rising 5th, 8th, or 12th Grade Student Transfer allows a rising 5th, 8th, or 12th grader whose Guardian moves during their 4th, 7th, or 11th grade school year or the summer after the student’s 4th, 7th, or 11th grade school year to complete the 5th, 8th, or 12th grade level at the school assigned to their previous address. The following shall apply to Rising Transfers:

a. **Transportation is not provided by OCPS;** and

b. Siblings may be eligible to transfer with the student who is granted the Rising Transfer, so long as the school has an available seat for the sibling and is not over capacity. In addition, the transfer for the sibling will only be available for one school year.

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

*(Deadline: processed year round)*

a. Students of OCPS staff may request an OCPS Staff Transfer if:
i. The student’s Guardian works in a particular school and the Guardian desires to have the student enrolled at that school or the next nearest qualified school if the school of employment does not serve the student’s current grade level; or

ii. The student’s Guardian works in an OCPS 10 facility and the Guardian desires to have the student enrolled at the next nearest qualified school.

b. The “next nearest qualified school” is determined by the Office of Student Enrollment.

c. Students of OCPS Staff may qualify for an OCPS Staff Transfer to schools that are solely magnet schools, if the student’s Guardian is currently employed at the magnet school. In addition, if applicable, the following will be considered before the OCPS Staff Transfer to a magnet school is granted:

i. If the student has an IEP at the time of application to the magnet school, the magnet school will review the IEP to ensure the magnet school can appropriately implement the student’s IEP.

ii. If the application is for the Orlando Gifted Academy, the student must be eligible as a gifted student and receiving services via an Education Plan.

d. Students of OCPS Staff do not qualify for an OCPS Staff Transfer to an OCPS alternative school, unless a specific exemption is provided by the Superintendent or designee;

e. Transportation is not provided by OCPS; and

f. Transfers may be revoked pursuant to section (5) above, or will be revoked if the student’s Guardian leaves OCPS employment.

**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 by attaching documents 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 K-12
• 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

https://www.ocps.net/departments/school_board_services/school_board_policies/
Skyward CCDOCS

Please visit [http://ccdocs.ocps.net](http://ccdocs.ocps.net) for the documents below as of 9/8/22 – subject to updates

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skyward 1.1 Student Demographic Overview 11172021</td>
<td>The Student Profile in Skyward houses student demographic information and other pertinent information. This document provides an overview of the Student Profile areas.</td>
</tr>
<tr>
<td>Skyward 1.2 Student Enrollment 08172022</td>
<td>The Student Profile in Skyward houses student demographic information and other pertinent information. This document provides an overview of the Student Profile areas and assists the user with enrolling a new student into Skyward, adding a family, enrolling a dual enrollment student, withdrawing a student, and generating a withdrawal form.</td>
</tr>
<tr>
<td>Skyward 1.3 Student Withdrawals and Grade Level Changes 042522</td>
<td>The Student Profile in Skyward houses student demographic information and other pertinent information. This document provides an overview of the Student Profile areas and assists the user with withdrawing a student, generating a withdrawal form, and Grade Level Changes.</td>
</tr>
<tr>
<td>Skyward 1.4 Update Student Demographics and Enrollment 08172022</td>
<td>The Student Profile in Skyward houses student demographic information and other pertinent information. This document guides users on the next steps in updating student enrollment details that are not entered during the initial enrollment process in Skyward. The document also provides an overview of how to modify student demographic and enrollment areas in the Student Profile, such as Health, Specials, Programs, and FL/NCLB.</td>
</tr>
<tr>
<td>Skyward 1.5 Demographics Reports 072922</td>
<td>This document will review how to access/run reports and utilities within Student Demographics and Enrollment.</td>
</tr>
<tr>
<td>Skyward 1.6 Future Year Transfers and Enrollments 02042022</td>
<td>This document will review how to update student data for the future school year, pre and post YEP. The document provides several enrollment scenarios to assist users.</td>
</tr>
<tr>
<td>SW Family Access Troubleshooting Guide 08172022</td>
<td>This document is designed to assist users in resolving Family Access issues at the school level so that parents can access their student's data using Skyward.</td>
</tr>
<tr>
<td>SW Roster Access Troubleshooting Guide Reference Sheet 012521</td>
<td>The reference sheet reviews common data errors that cause issues with Rostering and Student Access.</td>
</tr>
</tbody>
</table>
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 – you may apply online at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125

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 online at: [https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125](https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125)

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 2nd 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 – you may apply online at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125

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
Dear (Parent/Guardian Name):

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 – you may apply online at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125

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

Sincerely,

(Principal’s Name)
Principal
Dear (Parent/Guardian Name):

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 securely upload the required documents listed on your temporary verification form by following the instructions online at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125. You must email the completed Verification of Residence to the school or your child will be withdrawn at the end of the semester.

If necessary, you may make an appointment with Student Enrollment at appointments.ocps.net or call 407-317-3233.

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/affidavit 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 securely upload the required documents listed on your temporary guardianship/affidavit form by following the instructions online at: https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=101125  You must email the completed Educational Guardianship/Parent Affidavit to the school or your child will be withdrawn at the end of the semester.

If necessary, you may make an appointment with Student Enrollment at appointments.ocps.net or call 407-317-3233.

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

Sincerely,

(Principal’s Name)
Principal
Tools for Registrars

Web links

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 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


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/ (Historic Data only)

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

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

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

Department of Education Database Manuals and Updates: State Reporting Data Elements

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/

Zoned School Finder

Orange County: https://www.ocps.net/departments/student_enrollment/find_my_school

Seminole County: https://sim.scps.k12.fl.us/school/schoolzonesearch

Osceola County: http://apps.schoolsitelocator.com/?districtcode=03512#

Polk County: https://polkschoolsfl.com/zonefinder/

Lake County: https://www.lake.k12.fl.us/departments/operations/transportation/parent-responsibility-school-zone-maps

Brevard County: https://www.brevardschools.org/Page/14215
Technology Onboarding Video and Flyer Links

The Curriculum and Digital Learning department has developed a brief technology onboarding video for families registering new students in Orange County Public Schools. This video provides new families with insight into what it means to attend school in a 1:1 district and the critical apps needed to be familiar with on the OCPS Parent Portal, specifically Skyward Family Access and Canvas Parent.

Effective immediately (6/14/21), the technology onboarding video is the last step in the new student registration process and can be provided to parents in an email or using a flyer.

The technology onboarding video is posted on the OCPS YouTube channel: https://youtu.be/n4JWiy-p0A0

The technology onboarding video flyer is available in the OCPS Print Shop Catalog: http://ocps.rocsoft.com/ Registrars can use the Keyword search: Technology Onboarding or Technology or Onboarding or Tech or Onboard

Technology Onboarding Video Flyer - English
Technology Onboarding Video Flyer - Spanish
Technology Onboarding Video Flyer - Portuguese
Technology Onboarding Video Flyer - Haitian Creole
Technology Onboarding Video Flyer - Vietnamese
Quick References
### Quick Reference Normal Situations: Access to Students, Student Records and Pick-up of Student

<table>
<thead>
<tr>
<th>Action</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</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, but check plan</td>
<td>Yes</td>
<td>Yes, if on birth certificate</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, if on birth certificate</td>
<td>No</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, unless one biological parent agrees &amp; no conflict from other biological parent</td>
<td>No</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, unless one biological parent agrees &amp; no conflict from other biological parent</td>
<td>No</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.
AFFIDAVIT FOR EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g, 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This document should be used when a parent/legal guardian requests educational records, but the parent/legal guardian cannot physically come to the school to confirm their identity. The parent/legal guardian must also provide a copy of their identification.

I, _____________________________, swear and affirm that I am the parent/legal guardian as defined in Section 63.032, Florida Statutes, or have been designated as such by a court order, of the following student(s) (include additional names/DOB on a separate sheet of paper):

1. _____________________________ DOB: __________________

2. _____________________________ DOB: __________________

3. _____________________________ DOB: __________________

I am requesting a copy of the following educational records (please be as specific as possible and include dates, if applicable; for example, attendance records from the 2019-2020 school year):

________________________________________________________________________

________________________________________________________________________

Please send the requested records to me via ☐ fax or ☐ mail at:

________________________________________________________________________

I further swear and affirm that there are no known court orders that specifically restrict my authority to access my child(ren)'s educational records.

PARENT SIGNATURE ___________________________ DATE ___________________________

The foregoing instrument was sworn to and subscribed before me this _____ day of ______________, 20___,

by ___________________________. The affiant is ☐ personally known to me or ☐ produced identification.

Type of identification produced ___________________________

________________________

Notary Public, State of Florida

Print Name: ___________________________

My Commission Expires: ___________________________
Fax

To:  
From:  
Fax:  
Pages:  
Phone:  
Date:  
Re:  

☐ Urgent  ☐ For Review  ☐ Please Comment  ☐ Please Reply  ☐ Please Recycle

***NOTICE: INFORMATION CONTAINED HEREIN IS CONFIDENTIAL PURSUANT TO THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (20 U.S.C. § 1232g; 34 CFR Part 99) AND SECTIONS 1002.22 AND 1002.221, FLORIDA STATUTES. THIS INFORMATION MAY ONLY BE DISCLOSED TO THE ADDRESSEE ON THIS COVERSHEET. ORANGE COUNTY PUBLIC SCHOOLS HAS RECEIVED WRITTEN AUTHORIZATION OR A COURT ORDER REQUIRING THE DISCLOSURE OF THESE DOCUMENTS. THE ADDRESSEE IS REQUIRED TO MAINTAIN THE CONFIDENTIALITY OF THESE RECORDS***

*The Orange County School Board is an equal opportunity agency.*
### 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>
</table>
| **Law Enforcement Officer (LEO)** | • Official identification (even if in uniform)  
• Court Order (if applicable) verified by the Office of Legal Services  
• Bring to office/conference room for privacy  
• Ask about purpose of visit  
• Call agency number and speak with supervisor – confirm identity and purpose of visit  
• Collect business card | Must have subpoena or court order | Yes, in the presence of principal or designee if consent is given by official or student  
Follow Policy JIH | Yes, if verified; OCPS Legal may need to be present | ASK LEO  
**YES** – ask if you can contact before or after LEO has concluded business. Send home copy of business card  
**NO** – have LEO or DCF fill out attached form and attach business card to form for parent |
| **Department of Children and Families (DCF)** | • Official identification  
• Court Order (if applicable) verified by the Office of Legal Services  
• Bring to office/conference room for privacy  
• Ask about purpose of visit  
• Call agency number and speak with supervisor – confirm identity and purpose of visit  
• Collect business card | Yes, if identity and court order is verified | Yes, in the presence of principal or designee if consent is given by official or student  
Follow Policy JIF | Yes, if verified; OCPS Legal may need to be present | ASK DCF  
**YES** – ask if you can contact before or after DCF has concluded business. Send home copy of business card  
**NO** – have LEO or DCF fill out attached form and attach business card to form for parent |
| **Guardian ad Litem (GAL)** | • Identification  
• Court order verified by the Office of Legal Services  
• Bring to office/conference room for privacy  
• Ask about purpose of visit  
• Collect business card | Yes, if identity and court order is verified | Yes, if verified; school official may be present at the request of the student or GAL  
Follow Policy JIH | Yes, if verified; OCPS Legal may be present if needed | **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.** |
| **Other Government Official** | • Refer to Office of Legal Services | No | No | No | Defer to Office of Legal Services |
| **Attorney (NOT GAL)** | • Refer to the Office of Legal Services | No | No | No | **Yes** |
| **Private Investigator** | • Refer to the Office of Legal Services | No | No | No | **Yes** |
| **Non-Parent** | • Refer to the Office of Legal Services | No | No | No | **Yes** |

### 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

Community Name: Harbor Beach
Apartment Address: [Redacted]
Change Effective Date: 11/10/14
Lease Expiration Date: 8/12/18
Rent: $879, Pet Rent: $0, Security Dep. Amount: $500, Other: $0

Resident(s) Remaining: [Redacted]
Resident(s) Moving Out: [Redacted]
Resident(s) Moving In: [Redacted]

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.

Residents moving in and remaining understand that the lease is always joint and several.
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 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.
- Damages: 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 #: [Redacted]
IN THE CIRCUIT COURT OF THE
NINTH JUDICIAL CIRCUIT, IN AND
FOR ORANGE COUNTY, FLORIDA
CASE NUMBER: 2018-DP-
JUVENILE DIVISION: DIV 7
DCF SERVICE CTR. ________

In the Interest of

Minor Child(ren)

Date of Birth:
September 08, 1976
February 13, 2007
January 06, 2009

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
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, pediatrcians, 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.

JAN 3 1 2019

Page 2 of 2
Foster Care – Golden Ticket Registration form

Foster Care – Golden Ticket Registration form

Orange County Public Schools

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 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 a student who has been placed in foster care, please contact the Student Advocacy Team 407-886-9532 or 407-886-6578. For case management questions, contact Community Based Care at 321-441-2060

Updated May 31, 2017

ORANGE COUNTY PUBLIC SCHOOLS  Leading Students to Success
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 407-836-6578. For case management questions, contact Community Based Care at 321-444-2060.

Updated May 31, 2017 /RAM
Parental Dietary Request Form

Please download latest version online at:

English Version

Spanish Version

Food and Nutrition Services – Special Diets for Food Allergies
https://www.ocps.net/cms/one.aspx?portalId=54703&pageId=108397

Click on Diet Order Form

Student Number Delete Form

Please download latest version online at:

http://aelformatta1.ocps.k12.fl.us:8080/iFiller/iFiller.jsp?ref=d30dddea3e12f91f2c1c602bf8fd4e3

Click on Student Forms ➔ Student Enrollment ➔ Student Number Delete Form

https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=126018