

Enterprise Elementary School

7000 Enterprise Road
Cocoa, FL 32927



May 13, 2020

Dear Parents/Legal Guardians,

As we look forward to the opening of the 2020/21 school year, it is time, once again, to complete our registration paperwork to ensure we have the most current and accurate information on your child(ren). This is normally handled with take-home packets, but it will come as no surprise that we will be handling this process, as much as possible, digitally this year.

Attached you will find a fillable pdf including all the yearly mandatory registration documents. Please complete and submit these documents by **May 20, 2020**.

There are several steps to the process:

1. Download and complete documents for each school-age child. When it is complete, (and if you wish to send electronically) please save your document with your child's **last name.first name**. For example if your child's name is John Smith, you would save your document as smith.john.
2. Scan or take a picture of Tier 1 and Tier 2 address documentation (see below).

Tier 1 – select one of the following:

- a. Current driver license (F.S. 322.19(2) requires that you update your address information on your driver's license within 10 days of moving);
- b. Current Homestead Exemption Card or Purchase Contract (with an expected closing date within 90 days of school); or
- c. Warranty Deed Lease/Rental Agreement (with your name as the renter)

Tier 2 – select one of the following:

- a. Utility statement (within the last 30-45 days);
- b. Florida Voter Registration Card;
- c. Florida Vehicle Registration;
- d. Title A utility hook up or work order dated within 60 days;
- e. Medical or health card with address listed;
- f. Current homeowner's insurance policy or bill;
- g. Current automobile insurance policy or bill; or
- h. A letter from a homeless shelter, transitional service provider, or a half-way house verifying they receive mail.

Kelli C. Dufresne, Principal
Deanna Smith, Assistant Principal
Mark W. Mullins, Ed.D., Superintendent
Phone: (321) 633-3434 • Fax: (321) 633-3438

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3. There are two ways you can return this information to us.
 - a. Print all documents out and mail them to the school: 7000 Enterprise Dr., Cocoa, FL 32927.
 - b. E-mail entire packet, using the naming convention outlined in step 1, along with address documentation to our school's universal e-mail address:
EnterpriseElementary@brevardschools.org.

If your child will be attending a different Brevard Public School next year, please notify us by emailing EnterpriseElementary@brevardschools.org so we can properly withdraw your student.

While we remain vigilant about the security of all our platforms, including e-mail, we are also aware systems can be compromised. If there is any information included in the registration packet you are concerned about sharing across e-mail, please mail your registration documents to the address provided.

While we do not know exactly what the start of school might look like next year, we want to be prepared regardless of this uncertainty. To that end, our first step is the submission of complete and accurate registration paperwork submitted by **May 20, 2020**. As soon as we are given further direction from the state, we will be able to provide more information about the rest of the registration process.

Sincerely,

A handwritten signature in black ink that reads "Kelli Dufresne".

Kelli Dufresne

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