

Andersen Elementary School

3011 S. Fiske Boulevard
Rockledge, FL 32955-4399



March 22, 2023

Dear Parent/Guardian,

We are beginning the re-enrollment process for next year. All "paperwork" will be done by you in FOCUS. The instructions to get you started are below. We are asking that you complete all forms digitally and submit electronically by **Monday April 3rd, 2023**. We strongly encourage you to upload proof of residence, as this will help expedite the registration process during the summer (see dates below). Once the forms are signed and submitted electronically, the school will process your application and you will receive an alert message on your FOCUS portal page. Clicking the link will display the completed form and the approved/denied fields.

If you already have a focus account activated, the re-enrollment alert will be displayed on the parent portal. **If you DO NOT have a focus account, a letter will be sent home with the information needed to activate so you will be able to complete the online enrollment for your child(ren).**

Please scan the QR code below to view instructions on how to re-enroll or copy the link below for instructions.

Instructions for parents https://bit.ly/BPSreenrollment	Video Instructions for parents link: https://bit.ly/FocusRe-Enroll	Enrollment Dates (tentative dates)	
		Thursday, July 20	12pm-5pm
		Saturday, July 22	10am-2pm

(PLEASE SEE BELOW FOR RESIDENCY REQUIREMENTS)

PROOF OF RESIDENCY REQUIREMENTS

Select one of the following proofs from each tier. These are the only documents that may be used for residency requirements.

Tier 1

- **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)
- **Current Homestead Exemption Card** or Purchase Contract (with expected closing date within 90 days of school) or Warranty Deed
- **Lease/Rental Agreement** (with your name as the renter and the back page with your name and the landlord's name and signatures)

Tier 2

- **Current utilities statement** (within the last 30-45 days) Gas, Water, FPL, AT&T, etc.
- **Florida Voter Registration Card**
- **Florida Vehicle Registration** or Title
- A **utility hook up** or work order dated within 60 days
- **Medical or health card** with address listed
- **Current homeowner's insurance policy** or bill
- **Current automobile insurance** policy or bill
- **A letter from a homeless shelter**, transitional service provider, or a halfway house verifying they receive mail.

Florida Statutes: 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 F.S. 775.082 – imprisonment not exceeding 60 days; F.S. 775.083 - \$500 fine. History – s. 58, ch. 74-383; s. 34, ch. 75-298; s. 207, ch. 91-224; s. 1313, ch. 97-102.

If your child(ren) will **NOT** returning for 23-24 school year, please email Jessica Lambert at Lambert.Jessica@brevardschools.org OR call the front office at (321) 633-3610 if you have any questions.

Thank you in advance for supporting our new process.

Sincerely,



Kimberly Harris
Principal

Kimberly Harris, Principal
Robert E. Schiller, Ed.D. Interim Superintendent
Phone: (321) 633-3610 • FAX: (321) 877-0933

