

May 11, 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 18, 2020**.

The link to access the registration forms is: <https://www.brevardschools.org/Page/4941>

There are several steps to the process:

1. Download and complete documents for each school-age child. When it is complete, please save your document with your child's last name.first time. 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)
 - a. Tier 1
 - i. 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);
 - ii. Current Homestead Exemption Card or Purchase Contract (with expected closing date within 90 days of school); or
 - iii. Warranty Deed Lease/Rental Agreement (with your name as the renter)
 - b. Tier 2 Current
 - i. Utilities statement (within the last 30-45 days);
 - ii. Florida Voter Registration Card;
 - iii. Florida Vehicle Registration;
 - iv. Title A utility hook up or work order dated within 60 days;
 - v. Medical or health card with address listed;
 - vi. Current homeowner's insurance policy or bill;
 - vii. Current automobile insurance policy or bill; or
 - viii. A letter from a homeless shelter, transitional service provider, or a half-way house verifying they receive mail.

3. E-mail entire packet, including address documentation to our universal e-mail address:
Oakparkelementary@brevardschools.org

If your child will be attending a different Brevard Public School next year, please use that school's universal address which can be found here:

<https://fl02201431.schoolwires.net/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=5964&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=57892&PageID=1>

While we don't 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 18, 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.

We will mail paper registration packets to the families currently completing their course work in this way.

Sincerely,

Susan Mulchrone