

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT:        FINAL READING: PROPOSED AMENDMENT TO POLICY 5112,  
ENTRANCE REQUIREMENTS**

**COMMITTEE:    FISCAL ACCOUNTABILITY & GOVERNMENTAL RELATIONS**

**LINK TO  
STRATEGIC  
BLUEPRINT:    EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

At its meeting of March 21, the Board approved Agenda Item E-51 (E-Signature) authorizing the Superintendent to initiate rulemaking to amend Policy 5112, *Entrance Requirements*, to allow parents the option of using an electronic signature on registration documents. Parents may execute documents and acknowledge receipt by electronic signature. The transaction shall be conducted through the parent's District account that can attribute the acknowledgement to that student through the security and password established by Information Technology Services. Parents must complete the "Parent Portal Identification" form (FM-7052) which is filed in the student's cumulative folder. This item requests that the Board adopt the proposed amendment.

Attached are the Notice of Intended Action and the Policy amendments. Changes are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

**RECOMMENDED:**        That The School Board of Miami-Dade County, Florida adopt the proposed amendments to Board Policy 5112, *Entrance Requirements* and authorize the Superintendent to file the amended policy with the School Board of Miami-Dade County, Florida, to be effective April 25, 2018.

**E-51**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on March 21, 2018 its intention to amend Board Policy 5112, *Entrance Requirements*, at its regular meeting on April 25, 2018.

**PURPOSE AND EFFECT:** Amendments are proposed to Policy 5112, *Entrance Requirements*, to approve the acceptance of electronic records and electronic signatures from parents in compliance with the guidelines and security preferences established by Information Technology Services.

**SUMMARY:** Policy 5112, *Entrance Requirements*, is proposed to be amended to authorize the Superintendent to create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures from parents.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1); 1001.41(2); F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 668.50, F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING of April 25, 2018, which begins at 1:00 p.m., in the School Board Administration Building, School Board Auditorium, 1450 N. E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by April 16, 2018 to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON-WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings including the testimony and evidence upon which the appeal is to be based. Section 286.0105, F.S.

The Notice of Intended Action was published in the Miami Daily Business Review on March 26, 2018, and posted in various places for public information and mailed to various organizations representing persons affected by the amended Policies and to individuals requesting notification. The time to request a hearing or protest the adoption of this amendment has elapsed.

A COPY OF THE PROPOSED AMENDED POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 Northeast Second Avenue, Miami, Florida 33132.

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## ENTRANCE REQUIREMENTS

2 All children who have attained the age of six (6) years or who will have attained the  
3 age of six (6) years by February 1st of any school year or who are older than six (6)  
4 years of age but have not attained the age of sixteen (16) years, except as otherwise  
5 provided in Florida law, are required to attend school regularly during the entire  
6 school term. All children enrolling in a District school shall meet the immunization  
7 requirements in F.S. 1003.22 and provide evidence of a physical exam. The person  
8 enrolling the student shall report in person to the school to enroll their school age  
9 child.

10 A child who attains the age of sixteen (16) during the school year is not subject to  
11 compulsory school attendance beyond the date upon which s/he attains that age if  
12 the child files a formal declaration of intent to terminate school enrollment with the  
13 School Board. The declaration must acknowledge that terminating school  
14 enrollment is likely to reduce the student's earning potential and must be signed by  
15 the child. The District must notify the parent of the child's declaration of intent to  
16 terminate school enrollment.

### 17 **Kindergarten**

18 Any child who will have attained the age of five (5) years on or before September 1st  
19 of the school year shall be eligible to enroll in kindergarten at any time during the  
20 year.

21 A transferring kindergarten student is eligible to be enrolled in the District if the  
22 entrance age requirements have been met outside Florida and the child had been  
23 regularly enrolled there.

24 Children entering kindergarten in the District for the first time must comply with  
25 F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before  
26 September 1st, in order to meet the Florida age requirement for kindergarten. A  
27 child under age six (6) who is enrolled in kindergarten will be considered of  
28 compulsory school age.

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1 **First Grade**

2 Any child who has attained the age of six (6) years on or before September 1st of the  
3 school year and satisfactorily completed the requirements for kindergarten in a  
4 public school according to the District's Student Progression Plan (Policy 5410) or in  
5 a nonpublic school from with the Board accepts transfer of academic credit, or who  
6 otherwise meets the criteria for admission or transfer in a manner similar to that  
7 applicable to other grades shall be admitted or promoted to the first grade at any  
8 time during the school year.

9 A transferring first grade student is eligible to be enrolled in the District if the  
10 entrance-age requirements have been met outside Florida and the child had been  
11 regularly enrolled there.

12 Children entering first grade in the District for the first time must comply with  
13 F.S. 1003.21. Any child who has attained the age of six (6) years on or before  
14 September 1st of the school year and who has been enrolled in a public school or  
15 who has attained the age of six (6) years on or before September 1st and has  
16 satisfactorily completed the requirements for kindergarten in a non-public school, or  
17 who otherwise meets the criteria for admission or transfer in a manner similar to  
18 that applicable to other grades, shall progress according to the District's Student  
19 Progression Plan (Policy 5410).

20 **Initial Entry**

21 Every child initially entering a District school must prove age by an authentic  
22 document issued by a governmental agency. The school should attempt to verify age  
23 at the time of spring registration. State law (F.S. 1003.21) specifies the evidence  
24 which may be used for this purpose and also indicates that if the first prescribed  
25 evidence is not available, the next evidence obtainable in the order below shall be  
26 accepted:

27 A. a duly attested transcript of the child's birth record filed according  
28 to law with a public officer charged with the duty of recording births;

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- 1           B.     a duly attested transcript of a certificate of baptism showing the  
2                     date of birth and place of baptism of the child, accompanied by an  
3                     affidavit sworn to by the parent;
- 4           C.     an insurance policy on the child's life which has been in force for at  
5                     least two (2) years;
- 6           D.     a bona fide contemporary Bible record of the child's birth  
7                     accompanied by an affidavit sworn to by the parent;
- 8           E.     a passport or certificate of arrival in the United States showing the  
9                     age of the child;
- 10          F.     a transcript of record of age shown in the child's school record of at  
11                     least four (4) years prior to application, stating date of birth; or
- 12          G.     if none of this evidence can be produced, an affidavit of age sworn to  
13                     by the parent, accompanied by a certificate of age signed by a public  
14                     health officer or by a public school physician, or, if neither of these  
15                     is available in the county, by a licensed practicing physician  
16                     designated by the Board, which certificate shall state that the health  
17                     officer or physician has examined the child and believes that the age  
18                     as stated in the affidavit is substantially correct.
- 19          H.     Children entering the District for the first time must comply with  
20                     F.S. 1003.21 and with the District's Student Progression Plan  
21                     (Policy 5410). Students must have an immunization record on file  
22                     at the school. Any student who does not have the proper  
23                     immunization shall be temporarily excluded from attendance until  
24                     compliance has been documented.

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- 1           I.       Upon a child's initial entry to a District school, the principal shall  
2                   require evidence of a physical examination performed within one (1)  
3                   year prior to the date of entry. An appointment for a physical  
4                   examination by a county health officer, licensed physician, or  
5                   chiropractor may be accepted provided the principal is given  
6                   evidence of the physical examination within one (1) week of such  
7                   examination. Students transferring into the District from a school  
8                   within the State of Florida who have completed physical examination  
9                   form as part of their school record need not be re-examined.  
10                  Examinations taken out-of-state may be accepted if performed  
11                  within one (1) year of entry and include documentation and reported  
12                  on the official forms of the physician.
- 13           J.       A child may be exempt from the required physical examination  
14                   and/or immunization upon written request of the parent or  
15                   guardian of such child stating objection to examination and/or  
16                   immunization on religious grounds or for medical reasons certified  
17                   by a competent medical authority.

## 18       **Proof of Age**

19       If acceptable proof of age is not presented when the child first seeks admission, the  
20       principal should enroll the student temporarily and give the parent thirty (30)  
21       calendar days to secure proper proof.

## 22       **Birth Certificate**

23       The Division of Attendance Services will supply appropriate forms for making  
24       application for a birth certificate. Some parents may need help from school  
25       personnel in completing these applications. Providing such assistance will enable  
26       the school to be sure that the proper procedure has been followed. Original copies  
27       of birth certificates usually have an embossed seal imprinted on them. All  
28       photostatic copies not bearing this seal should be carefully evaluated to determine  
29       authenticity.

30       If questions arise which the school cannot answer regarding birth certificates, the  
31       principal should call the appropriate region director.

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1    **Student Disclosures**

2    Each student at the time of initial registration for school shall note previous school  
3    expulsions, arrests resulting in a charge, and juvenile justice actions the student  
4    has had.

5    **Verification of Residence**

6    Verification of a parent's residence via a Statement of Bonafide Residence - FM-7444  
7    shall be required at the time the child registers in a District school. Verification of  
8    residence may also be required at any other time at the discretion of the  
9    Superintendent. The student shall reside with the parent placing the student in the  
10   attendance area of the school.

11   In addition, submission of two (2) of the following items are required:

- 12           A.    broker's or attorney's statement of parents' purchase of residence, or  
13                   properly executed lease agreement;
- 14           B.    current Homestead Exemption card;
- 15           C.    electric deposit payment receipt or electric bill, bottom portion,  
16                   showing name and service address.

17   If verification is not provided or acceptable, the Superintendent may verify the  
18   student's residence.

19   If an electric deposit payment receipt is used as verification, the electric bill, bottom  
20   portion, must also be submitted to the school within forty (40) calendar days after  
21   registration. If the parent is unable to furnish the school with the requested electric  
22   deposit payment receipt, the student will be allowed to enroll in the new school, but  
23   must submit the electric bill, bottom portion, to the school within forty (40) calendar  
24   days.

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1 When a change of family residence occurs after ninety (90) school days in which a  
2 student is enrolled in a school which would place the student in a different  
3 attendance area, the student, upon the request of the parent, may complete the year  
4 in the present school. No transportation will be provided.

5 When a change of family residence occurs after ninety (90) days in which a student  
6 is enrolled in grades 11 through 12, or is enrolled in the last grade offered at a  
7 school, which would place the student in a different attendance area, the student,  
8 upon the request of the parent, may remain in the present school through  
9 graduation (for grades 11 through 12), or the last grade offered at the school. No  
10 transportation will be provided.

11  
12 The School Board authorizes the Superintendent to create, generate, communicate,  
13 store, process, use, and rely upon electronic signatures from a parent. District staff  
14 and parents shall comply with all the provisions of F.S. 668.50 regarding electronic  
15 records and electronic signatures.

16 Anyone who knowingly makes a false statement in writing with the intent to mislead  
17 a public servant in the performance of his/her official duty is guilty of a  
18 second-degree misdemeanor of the second degree under F.S. 837.06. In addition,  
19 anyone who knowingly makes a false verified declaration is guilty of perjury, a  
20 third-degree felony under F.S. 95.525.

21 F.S. 92.525, 837.06, 1003.01, 1003.21, 1003.22  
22 F.A.C. 6A-1.098, 6A-1.0985

23 Revised 4/15/15  
24 Revised 3/9/16

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