

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

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

COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENTAL RELATIONS

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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.

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.

ADDED

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.

**REVISED
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.

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.