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PREFACE

The purpose of this handbook is to provide assistance and guidance to school level personnel in the important process of initial entry registration in Miami-Dade County Public Schools, M-DCPS. The manual contains three major sections. Section I provides general information on forms, documents, and procedures for initial entry. Section II provides guidelines for registration and transfers to Choice and Special Programs, and Section III provides various attachments that can be downloaded and copied, if necessary.

The Registrar's Checklist, Attachment 1, and the Registration Requirements, Attachment 2, are documents developed to assist schools in the implementation of uniform district wide registration procedures. The Registrar's Checklist is a tool to be used by the registrar for easy reference. The Registration Requirements should be included in the Registration Package provided to parents.

We hope this handbook will assist you in having a smooth and successful registration process. If there are questions concerning any part of this document, please contact Attendance Services at 305-882-1855.