

## SIGSBEE CHARTER SCHOOL (SCS) REGISTRATION INFORMATION

Registration for SCS is Monday-Friday from 8-10AM in the Charter School office (Room 11) and additionally on Wednesday, May 12 from 12:30-2:30. Initial Kindergarten registration will be Friday May 7, 10 - 11 in the cafeteria.

All Tier 1 and Tier 2 eligible students must enroll by June 4, 2010 to secure a spot. Tier 3 students may register starting June 7<sup>th</sup>, if space is available. The tiers are as follows:

- Tier 1: School-age children residing on Sigsbee Park, Truman Annex, Peary Court and Trumbo Point.
- Tier 2: Current Sigsbee students, children of: salaried SCS employees, Board members, and active duty military.
- Tier 3: School-age children residing in the area.

If the school still has not met its capacity goal (250 students) with Tier 1 and Tier 2 level students on June 4, 2010, registration of students in Tier 3 will be held to fill the remaining slots. Fifty slots will remain open for military transfers until August 2nd. At that time, 25 more slots will be filled.

All students, including current Sigsbee students, **MUST** register for the Charter School if they are to be enrolled. These registration documents can also be found on the website, [www.sigsbee.org](http://www.sigsbee.org).

Students who were previously enrolled at Sigsbee Elementary must present the following documents:

- Proof of current address - (homestead exemption card, mortgage payment book, lease agreement, house insurance, voter's registration card, or most recent utility bill are acceptable)
- Completed Registration packet that includes:
  - Student Registration Form
  - Contract of Commitment
  - Family Service Commitment Survey (if not completed with Intent to Register)
  - Dismissal Form
  - Emergency Contact Information
  - New Student Information form
  - Student Residency Information
  - Home Language Survey
  - Networked Communications System/Video Consent
  - Student Medical Information & Permission form
  - Consent for Medical Treatment
  - Liability Release Form

Those students who will be entering SCS for the first time must present the documents listed above plus:

- An original birth certificate
- A social security card
- Proof of a **current** physical examination including a tuberculosis clinical screening, and appropriate follow-up
- A Certificate of immunization (Physician provides this form) DH-680 - Florida Department of Health Immunization Guide - Must be on Florida Blue Card.
- Records Request Form

Those students transferring shall provide all documents listed above plus:

- Sealed records and/or a Records Request Form
- The child's most recent report card or other records from the last school they attended

Those students not born in the United States, including permanent resident aliens, must follow the same procedures above except they do not need social security cards.