

Registration Information

Registration for New Students, Returning Students (Re-enrollment) and Change of Address is submitted on an online form.

The St. Johns County School District registration page can be accessed at <https://www.stjohns.k12.fl.us/student/enrollment/>.

Scroll toward the bottom of the page and select the appropriate box to start the form:

New Student Enrollment (student has never attended a SJCS D School):

Register a Kindergarten-12th Grade
Student for 2023-24

Re-enrollment & Change of Address:

Re-Enrollment / Transfer / Change of
Address Form for 2023-24

Health Documents required:

The documents required for **New Student Enrollment** are:

- 1) Birth Certificate
- 2) Physical within the past year
- 3) 680 Immunization form. Note: for 7th and 8th grade students, Tdap vaccine must be on the form

The documents required for **Re-Enrollment** are:

- 1) 680 Immunization form with Tdap vaccine if students are entering 7th and 8th grade

Proof of Residency

St. Johns County School District requires detailed proof of residency provided by a parent/guardian or adult student. All documents must be current, valid, and include the residential address used for enrollment. Follow the requirements below that best describes your residency situation.

IF YOU ARE A HOMEOWNER:

Column A (ONE from this section)	Column B (ONE from this section)	Column C (ONE from this section) **see note about photo ID
<ul style="list-style-type: none"> • Current mortgage statement • Property Deed • <u>Signed</u> settlement statement (for new home purchases only; sales/builders contracts not acceptable) • Homesteaded property tax statement 	<ul style="list-style-type: none"> • Current utility bill** <p>Any one of the following:</p> <p>Cable Electric Gas Internet Landline Phone Water</p> <p>**For new service, an activation notice may be accepted – must show name, address, start of service date.</p>	<ul style="list-style-type: none"> • Additional utility bill • Bank statement • Cell phone statement • Credit card statement • Driver's license with enrolling address** • HOA statement • Insurance statement (any) • Paycheck stub • Property tax • Vehicle registration <p>**if driver's license address does not match enrolling address, you must submit photo ID plus one item above, totaling TWO from Column C.</p>

IF YOU ARE A RENTER:

Column A (ONE from this section)	Column B (ONE from this section)	Column C (ONE from this section) **see note about photo ID
<p>Current lease which must have both tenant and landlord/ property manager's signature and contact information.</p> <p>**If your lease expires during the school year, you must either submit a new/current lease with updated expiration date OR a notarized Verification of Residence signed by the landlord/property manager. Items from Columns B & C must also be submitted for renewals.</p>	<ul style="list-style-type: none"> • Current utility bill** <p>Any one of the following:</p> <p>Cable Electric Gas Internet Landline Phone Water</p> <p>**For new service, an activation notice may be accepted – must show name, address, start of service date.</p> <p>***If utilities are included in your rent it must specify in lease and you will need an additional item from Column C.</p>	<ul style="list-style-type: none"> • Additional utility bill • Bank statement • Cell phone statement • Credit card statement • Driver's license with enrolling address** • HOA statement • Insurance statement (any) • Paycheck stub • Property tax • Vehicle registration <p>**if driver's license address does not match enrolling address, you must submit photo ID plus one item above, totaling TWO from Column C.</p>

IF YOU ARE LIVING WITH A PERSON WHO OWNS THEIR HOME/SHARED RESIDENCY:

(Do Not Have A Lease Or Proof Of Ownership in Parent/Guardian Name):

Column A <u>HOMEOWNER</u> (ONE from this section + Column D below)	Column B <u>HOMEOWNER</u> (ONE from this section)	Column C <u>PARENT/GUARDIAN</u> (ONE from this section) **see note about photo ID
<ul style="list-style-type: none"> • Current mortgage statement • Property Deed • <u>Signed</u> settlement statement (for new home purchases only; sales/builders contracts not acceptable) • Homestead property tax statement 	<ul style="list-style-type: none"> • Current utility bill** <p>Any one of the following:</p> <p>Cable Electric Gas Internet Landline Phone Water</p> <p>**For new service, an activation notice may be accepted – must show name, address, start of service date.</p>	<ul style="list-style-type: none"> • Additional utility bill • Bank statement • Cell phone statement • Credit card statement • Driver's license with enrolling address** • HOA statement • Insurance statement (any) • Paycheck stub • Property tax • Vehicle registration <p>**if driver's license address does not match enrolling address, you must submit photo ID plus one item above, totaling TWO from Column C.</p>
Column D <u>HOMEOWNER</u>		
<ul style="list-style-type: none"> • Signed/Notarized Verification of Residence 		

IF YOU ARE LIVING WITH A PERSON WHO IS A RENTER:

Column A <u>RENTER</u> (ONE from this section + Column D below)	Column B <u>RENTER</u> (ONE from this section)	Column C <u>PARENT/GUARDIAN</u> (ONE from this section) **see note about photo ID
<p>Current lease which must have both tenant and landlord/ property manager's signature and contact information.</p> <p>**If your lease expires during the school year, you must either submit a new/current lease with updated expiration date OR a notarized Verification of Residence signed by the landlord/property manager. Items from Columns B & C must also be submitted for renewals.</p>	<ul style="list-style-type: none"> • Current utility bill** <p>Any one of the following:</p> <p>Cable Electric Gas Internet Landline Phone Water</p> <p>**For new service, an activation notice may be accepted – must show name, address, start of service date.</p> <p>***If utilities are included in your rent it must specify in lease and you will need an additional item from Column C.</p>	<ul style="list-style-type: none"> • Additional utility bill • Bank statement • Cell phone statement • Credit card statement • Driver's license with enrolling address** • HOA statement • Insurance statement (any) • Paycheck stub • Property tax • Vehicle registration <p>**if driver's license address does not match enrolling address, you must submit photo ID plus one item above, totaling TWO from Column C.</p>
Column D <u>HOMEOWNER / PROPERTY MANAGER</u>		
<ul style="list-style-type: none"> • Signed/Notarized Verification of Residence 		

The enrollment form will not submit unless you have attached the required documents. If you do not have the required documents, there is a box at the end of the form that you can click to submit the form without attaching all documents. If you select that box you

will need to type if the reason on the text box below the check box. If you have documents that you did not attach, please email them to Lisa Greve at lisa.greve@stjohns.k12.fl.us or bring them to the school. Enrollment will not be approved until all required documents have been submitted.

After you have submitted a registration request, the school will be sending records requests to the previous school. Once we receive the records from the previous school, a counselor will reach out to you to discuss the schedule.

If you have any questions or need assistance with this process, please contact Lisa Greve at lisa.greve@stjohns.k12.fl.us or 904-547-8711.