

Santaluces Community High School

Registration Processes

New Student Registration Process

(Students from out of state, out of country, or from a private school)

Step 1: Confirm Santaluces Community High School is your zoned school according to your home address.

- <https://arcgis.palmbeachschools.org/arcgisportal/apps/webappviewer/index.html?id=4ba2309b027c4606999d9a5a4d84778f>

Step 2: Complete the School District of Palm Beach County Registration form

- <https://www2.palmbeachschools.org/formssearch/pdf/0636.pdf>

Step 3: Gather required documentation

- Immunization record on a Florida Department of Health Certification of Immunization form 680. (Doctors' offices have these forms)
- Current Florida school physical within the last twelve months from the date the student enters school. Physicals must be on a Florida Department of Health examination form DH304 (Doctors' offices have these forms). **Sports physicals are a separate form.
- Proof of birth (birth certificate, passport, religious records)
- Proof of residence
 - A student or parent must produce **two current** documents reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows:
 - Home telephone or cellular telephone bill
 - Electric bill
 - Lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date)
 - Mortgage
 - Home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date
 - State of Florida driver's license
 - State of Florida identification card
 - Automobile insurance policy
 - Credit card statement
 - United States Postal Service confirmation of address change;
 - evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address;

- Declaration of Domicile form from the County Records Department.

Step 4: Complete Student Housing Questionnaire

- <https://www2.palmbeachschools.org/formssearch/pdf/2479.pdf>

Step 5: Send the completed Registration form, Housing Questionnaire and ALL supporting documents to catherine.labott@palmbeachschools.org. Once received, a confirmation email will be sent.

Español

1. Lista para los Padres/Tutores de los Documentos Necesarios para la Matriculación
 - https://www.palmbeachschools.org/UserFiles/Servers/Server_270532/File/Students%20&%20Parents/Student%20Registration/RegistrationChecklist-SPv1017.pdf
2. Formulario de Matrícula
 - <https://www2.palmbeachschools.org/formssearch/pdf/0636SP.pdf>
3. Cuestionario sobre el Domicilio del Estudiante
 - <https://www2.palmbeachschools.org/formssearch/pdf/2479SP.pdf>

Envíe el formulario de registro completo, el cuestionario de vivienda y todos los documentos de respaldo a catherine.labott@palmbeachschools.org. Una vez recibido, se enviará un correo electrónico de confirmación.

Kreyòl

1. Tyèklis pou Enskripsyon pou Paran/Responsab
 - https://www.palmbeachschools.org/UserFiles/Servers/Server_270532/File/Students%20&%20Parents/Student%20Registration/RegistrationChecklist-HCv1017.pdf
2. Enskripsyon Nouvo ak Ansyen Elèv
 - <https://www2.palmbeachschools.org/formssearch/pdf/0636CR.pdf>
3. Kesyonè sou Kote Elèv la Abite
 - <https://www2.palmbeachschools.org/formssearch/pdf/2479CR.pdf>

Voye fòm enskripsyon ki ranpli a, Kesyonè sou Lojman an (*Housing Questionnaire*) ak TOUT dokiman sipò yo bay catherine.labott@palmbeachschools.org. Lè li resevwa yo, I ap voye yon konfimasyon pa imèl.

In-County Registration Process **(Students transferring from another Palm Beach County School)**

Step 1: Confirm Santaluces Community High School is your zoned school according to your home address.

- <https://arcgis.palmbeachschools.org/arcgisportal/apps/webappviewer/index.html?id=4ba2309b027c4606999d9a5a4d84778f>

Step 2: Complete the School District of Palm Beach County Registration form

- <https://www2.palmbeachschools.org/formssearch/pdf/0636.pdf>

Step 3: Gather required documentation

- Proof of residence
 - A student or parent must produce **two current** documents reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows:
 - Home telephone or cellular telephone bill
 - Electric bill
 - Lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date)
 - Mortgage
 - Home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date
 - State of Florida driver's license
 - State of Florida identification card
 - Automobile insurance policy
 - Credit card statement
 - United States Postal Service confirmation of address change;
 - evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address;
 - Declaration of Domicile form from the County Records Department.

Step 4: Complete Student Housing Questionnaire

- <https://www2.palmbeachschools.org/formssearch/pdf/2479.pdf>

Step 5: Send the completed Registration form, Housing Questionnaire and ALL supporting documents to catherine.labott@palmbeachschools.org. Once received, a confirmation email will be sent.

