



Van R Butler Elementary School

6694 W. Co. Hwy. 30A * Santa Rosa Beach FL 32459

Jimmy Ross, Principal

Allison Harber, Asst. Principal

Hannah Gomillion, Asst. Principal/TSA

VRB REGISTRATION CHECKLIST

Items in bold are required at the time of registration

Student Name: _____ Received By: _____ Date: _____

_____ **Parent ID Verified**

_____ Passport Verified (DO NOT COPY: MUST INITIAL)

_____ **Completed Registration Form**

_____ **Birth Certificate**

_____ Social Security Card

_____ **2 Proofs of Residency-See Back for Details**

_____ **Prior School Records Request**

_____ **IEP/504/Gifted (if applicable)**

_____ Custody/Guardianship Docs (if applicable)

_____ Final Report Card from Prev School

Medical Records- KG cannot enter without these/1-5 has 30 days

_____ *Certificate of Immunization Form 680* – Contact the Walton County Health Dept. (All Out-of-State MUST be transferred to the FL Immunization Form) (Walton Co. Health Dept: 361 Greenway Trail, Santa Rosa Beach, FL 32459 850-892-8015)

_____ *School Entry Health Exam* – Both sides must be completed. Form Attached for Your Convenience

*Residency 1002.31 F.S.

Walton County School District requires proof of residency for all students and should be provided by a parent/guardian or adult student. Follow the requirements below that best describes your residency situation.

Note: In all cases a valid driver's license/ID card, military ID with picture or passport with picture are required for identification purposes

IF YOU ARE A HOMEOWNER, you MUST provide the following documents:

1. current mortgage statement (dated within 30 days) or deed or property tax record **and**
2. ONE current utility bill dated within 30 days (for new services, an activation notice may be accepted) or
3. ONE additional current document showing your address from the list below:
 - bank statement
 - credit card statement
 - insurance policy or statement
 - paycheck stub
 - property tax record
 - vehicle registration

IF YOU ARE A RENTER, you MUST provide the following documents:

1. Current lease with the names of everyone living in the household listed on the lease. If the lease is month to month, a notarized letter from the landlord/owner/property manager is required [Lease must have both tenant and landlord/property manager's signature and contact information.] **and**
2. ONE current utility bill dated within 30 days (for new services, an activation notice may be accepted) or
3. ONE additional current document showing your address from the list below:
 - bank statement
 - credit card statement
 - insurance policy or statement
 - paycheck stub
 - property tax record
 - vehicle registration

IF YOU ARE LIVING WITH A PERSON WHO OWNS THEIR HOME, the following documents MUST be provided:

the HOMEOWNER MUST provide the following documents:

1. current mortgage statement (dated within 30 days) or deed or property tax record
2. **Homeowner's Acknowledgment of Residency Form**

AND YOU MUST provide the following documents:

3. ONE additional current document showing your address from the list below:
 - bank statement
 - credit card statement
 - insurance policy or statement
 - paycheck stub
 - property tax record
 - vehicle registration
 - current utility bill (for new services, an activation notice may be accepted)

IF YOU ARE LIVING WITH A PERSON WHO IS A RENTER, the following documents MUST be provided:

the Homeowner/Landlord/Property Manager MUST provide a:

1. **Homeowner's Acknowledgment of Residency Form**

The RENTER MUST provide the following documents:

2. current lease OR
3. current utility bill dated within 30 days (for new services, an activation notice may be accepted)

AND YOU MUST provide the following documents:

4. ONE additional current document showing your address from the list below:
 - bank statement
 - credit card statement
 - insurance policy or statement
 - paycheck stub
 - property tax record
 - vehicle registration
 - current utility bill (for new services, an activation notice may be accepted)