



ORANGE COUNTY PUBLIC SCHOOLS

To register the student, you must have the following documents

Make sure this is your school zone!!! https://www.ocps.net/departments/student_enrollment/find_my_school/

<https://innovationms.ocps.net/> School phone number 407-730-4670

Student Verification (Only One)

- Birth Certificate
- Passport

Verification of Legal Name and Guardianship of the student (Only one)

- Driving License
- Passport
- Florida State ID

New Student Registration

- Student Registration Packet (on website and must be typed and completed)

Verification of Immunization and Physical Exam (Must have)

- Proof of immunizations on Form 680, which can be obtained at the orange County Health Department 832 W. Central Blvd. FL Phone Number 407-836-2600
- These forms must be completed and transferred by a Florida Physician or a Florida County Health Department if you are coming from another state. Proof of physical examination by a U. S doctor within the last year (No exception). If the student is registering to 7th grade, he or she must have proof of the Tdap immunization.

Verification of Academic History (Must Have)

- Transcripts, Withdrawal Form and last Report Card indicating what the student's is grade level. (You must have this documents). You are entitled by law to request the last report card of the student from the previous school he/she attended. If the student is registering for 8th grade, she/he needs to have 6th and 7th grades transcripts.

Verification of Special Education Information (If applicable)

- Current IEP or Current 504 Plan

Verification of your Domicile in Orange County (One of the following plus one utility bill water, electricity phone etc.)

- Current Homestead Exemption Card
- Property Tax Card Statement
- Signed Closing Statement/Contract
- Executed Lease

Parent or guardian's name **MUST** appear on all documents (NO EXCEPTIONS)

If you don't have a lease of own your home, you need to make an appointment with Student Enrollment

***** by phone 407-317-3233 or online. Go to enrollment.ocps.net *****

***** Student Enrollment is located at 6501 Magic Way, Bldg. 100B Orlando, FL 32809 *****

BY FLORIDA LAW, the mother must be present for registration OR the father must have documentation showing mother and father live together and are legally married OR father must have full custody court approved paperwork.

--- if father needs guardianship paperwork for school enrollment, he must make an appointment with Enrollment Department for Guardianship of Student.

407-317-3233 or enrollment.ocps.net