



# School Registration Checklist

Thank you for selecting UCP of Central Florida as your child's school provider. Please fill out each page of the packet as thoroughly as possible. In addition please look over the enclosed list of items and bring the applicable documents with you to your child's school before the first day of class.

- 1. Verification of age with child's birth certificate.
- 2. Proof of immunizations on Florida State Form 680, which can be obtained from your physician or at the Health Department in the following counties (please call the Health Departments for details and requirements):
  - Orange County Health Department (407-836-2502) at 832 W. Central Blvd., Orlando
  - Seminole County Health Department in Sanford (407-665-3281) or Casselberry (407-665-3409)
  - Osceola County Health Department in Boggy Creek (407-343-2066), Poinciana (407-943-8600) or St.Cloud (407-943-8699)
- 3. Proof of physical examination on Florida State Form 3040, within the last year. If documentation cannot be provided, a physical examination should be scheduled within 30 days of the first day of school
- 4. Academic History
  - a. Children under 3 with disability - Part C / Early Steps / Individual Family Support Plan (IFSP)
  - b. Children over 3 with a disability - School District Individual Education Plan (IEP) and most recent psycho education evaluation
- 5. Copy of VPK documentation/VPK Voucher (if applicable)
- 6. Medical Records & Evaluations (for therapy services only)
  - a. Insurance Card, Policy Card or Medicaid Card
  - b. Physicians Script for Evaluation (with diagnosis)
  - c. Copies of all previous therapy evaluations, progress notes and discharge reports
  - d. Copies of all relevant previous medical records within the last two years.
- 7. Verification of your domicile in the appropriate county with one of the following:
  - a. Current Homestead Exemption Card or Purchase Contract or Warranty Deed
  - b. Lease / Rental Agreement
- 8. Guardianships - If you are not the legal guardian or residential custodial parent of a student, state law requires that one of the following documents be provided for enrollment
  - a. Court Custody Documentation
  - b. Department of Children and Families Placement Letter
  - c. School Enrollment Guardianship notarized statement from public school system

If you have any questions or need additional information, contact Admissions at (407) 852-3300, extension 1.

### **UCP of Central Florida Locations**

Downtown Orlando/Holloway Campus  
Downtown Orlando/TLA Campus  
East Orange/Bailes Campus (near UCF)  
Osceola/Kissimmee Campus  
Pine Hills Campus  
Seminole/Lake Mary Campus  
West Orange/Winter Garden Campus