



3221 Sand Lake Rd, Longwood, FL 32779 | Phone: (407) 869-8882 | Fax: (407) 637-5309 | www.pacebrantley.org

Enrollment Checklist

PLEASE NOTE THAT STUDENTS MAY NOT ATTEND SCHOOL UNTIL WE HAVE RECEIVED THE FOLLOWING:

Student Name: _____ **Grade:** _____

All highlighted items provided by parent

- _____ **Birth Certificate**
- _____ **Immunization Record** *(Form DH 680 available through pediatrician)*
- _____ **Florida School Entry Health Exam** *(Form DH 3040-pediatrician)*
- _____ **Student Handbook Signature Page** *(please read and print from Pace website)*
- _____ Pace Brantley Clinic Packet from Nurse Mahoney
- _____ Emergency Information Form
- _____ Request to Obtain Records
- _____ Request to Release Records (if applicable)
- _____ Beforecare/Aftercare Form
- _____ Transportation Form
- _____ Ipad Information Form (for internal school use)
- _____ **Ipad Insurance registration completed on Pace website**
- _____ Directory Release/Photo Release Form
- _____ Carpool Form (If Applicable)
- _____ Locker Form (Middle and High School only)
- _____ ACH/EFT Payment Authorization Form (Tuition) **OR**
- _____ Credit Card Payment Authorization Form (Tuition)
- _____ **PLSA/Gardiner Award letter OR**
- _____ **FL Tax Credit/ Step Up Award Letter and Student ID Card OR**
- _____ **McKay Award Letter**
- _____ McKay notarized Affidavit (for 1st time McKay recipients)