



AUDUBON PARK SCHOOL
Uniting Tradition and Innovation

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Dear Parent/Guardian,

Congratulations on this educational milestone for your student. Transitioning to a new school is exciting and should be smooth and without any delays. In an effort to ensure all student's records are accurate and up to date, we are requiring parents to provide updated current proof of residence to your child's present school. This documentation should be provided to the school by close of business on April 15, 2024.

Failure to provide updated verification of residence will result in your child's withdrawal from OCPS and you risk your student not having a schedule for the start of the 2024 school year.

To verify your address you must provide the following:

- If you own a house: warranty deed, property taxes, closing contract, or homestead exemption card along with current utility bill, your ID with current address, and current mail.
- If you rent a house or apartment: provide the signed lease, your ID with your current address, recent utility bill, proof of rent payments, current mail, and renters insurance.
- If you live with someone who owns or rents the house: you must obtain a Verification of Residence from Student Enrollment Office. You will need to provide a minimum of the following documents:
 1. Your ID with current address
 2. Three items with your name and address dated within the last month, such as car registration, paystub, bank statement, insurance, phone bill, or current mail.
 3. In addition, you must provide the ID of the lessee or homeowner and a copy of the lease or proof of homeownership.

More documentation may be required depending on circumstances in a case-by-case situation.

You will need to schedule an appointment for the address verification at the Student Enrollment Office

6501 Magic Way Blvd 100B Orlando, FL 32809

Appointment link

<https://appointments.ocps.net>

The School Board of Orange County, Florida ("Board") shall establish residential attendance zones for each school. All students, unless otherwise provided by the Board, shall attend the school serving such student's residential attendance zone. For purposes of this policy, a student's residence is defined as the residence/domicile of the parent(s), legal guardian(s), legal custodian(s), or other such person as defined as a legal guardian of the student by any order issued by a court of competent jurisdiction of the State of Florida (collectively, "Guardian"). Any student residing in the Orange County Public Schools ("OCPS") district shall be assigned to a school for attendance by the Superintendent or designee.