

INNOVATION MIDDLE SCHOOL
ORANGE COUNTY PUBLIC SCHOOLS



School website <https://innovationms.ocps.net/>

School Phone Number 407-730-4670

To find your zoned school go to https://www.ocps.net/departments/student_enrollment/find_my_school/ (Make sure this is your zone school)

New student registration information can be found

https://innovationms.ocps.net/UserFiles/Servers/Server_503237/Image/Registration/Registration%20Checklist%203.2021_English.pdf

New student registration packet must be typed – handwritten documents will not be accepted.

https://www.ocps.net/UserFiles/Servers/Server_54619/File/Departments/Student%20Enrollment/New%20Student%20Registration/Registration%202021-22/Student%20Registration%20Form%202021-22%20online%2010713.pdf

All registrations must be done through appointments ONLY go to <http://tinyurl.com/imsregistrar>

The following documents listed below MUST accompany the registration packet:

Student Verification

- Birth Certificate

Verification of Legal Name and Guardianship of both parents (Only one)

- Driving License
- Passport
- Florida State ID

Verification of Immunization and Physical Exam (Must have)

- Proof of immunizations on Form 680, (transfer form to Florida) 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 the student's grade level. (You must have these 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 to 8th grade, he/she needs 6th and 7th grades transcripts. If the student is registering to 7th grade, he/she needs 6th grades transcripts. If record request are needed please provide the email address from the previous school records department.

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 water and electricity utility bills.)

- Current Homestead Exemption Card
- Property Tax Card Statement
- Signed Closing Statement/Contract
- Current Lease Agreement (parent must be the tenant)

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

If you do not have a lease or own a home, you need to apply to Student Enrollment

**** online to https://www.ocps.net/departments/student_enrollment/verification_of_residence ****

**** Student Enrollment is located at 6501 Magic Way, Bldg. 100B Orlando, FL 32809 Phone# 407-317-3233 ****

BY FLORIDA LAW, the parent/guardian must have proper documentation (such as divorce decrees w/parenting plan or the placement of children through Court).

If parent/guardian needs guardianship or an Affidavit, forms go to https://www.ocps.net/departments/student_enrollment/guardianship

Guardianship to Enroll

Biological parent ONLY to enroll only unless Court appointed and stated otherwise. If parents were not married –Mother has primary custody of student for all Academic decisions. **Step Parents- Do not have Enrollment or Academic rights only pick up**

If you need to communicate with the Guidance Counselor please email to:

Fawn.goldstein@ocps.net (Grades 6-8, last name A-L) Melissa.walters@ocps.net (Grades 6-8, last names M-Z)