



2813 Ridgeway Street
Tallahassee, FL 32310
850.488.0167 ph.
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Mrs. Anicia Robinson
Principal

Mrs. Jameeka Wallace
Assistant Principal

April 11, 2017

Dear Parents/Guardians,

Leon County School Board policy requires verification of the current residences of all students transitioning from elementary school to middle school before the student can be admitted to the receiving school.

Therefore, it is necessary for the parents/guardians of each student currently enrolled in the 5th grade at Sabal Palm Elementary to provide proof of residence in order to complete their child's transition to middle School. This assumes that student will be promoted at the end of his/her 5th grade year.

Two proofs of residence are required. Proof of the primary residence must include one of the following documents: homestead exemption, mortgage deed, a lease or rental agreement, or property tax record and at least one other form of appropriate documentation such as driver's license, utility bill or insurance bill. Photocopies of the required documentation will suffice.

The two required proofs of residence may be provided to the school in any of the following ways to the attention of Kamille Thomas, Registrar. The documents may be faxed to (850) 922-8481; mailed to Sabal Palm Elementary 2813 Ridgeway St. Tallahassee, FL 32310, or delivered to the main office.

Please be sure to include your child's name and date of birth on the documents as well as a telephone number where you can be reached.

This information must be submitted to the school by April 28, 2016 in order to assure a smooth transition for your child to middle school.

Please call Kamille Thomas at 488-0167 if you need assistance.

Sincerely,

Anicia Robinson

Anicia R. Robinson
Principal