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Dear Parents/Guardians of Fifth and Eighth Graders:

Please help us have a smooth transition for your child to middle and/or high school by completing the verification of your student's residential address per Leon County School Board Policy 5112. This policy states that the parent/guardian is **required** to provide current proof of residence as defined herein when a student is promoted between 5<sup>th</sup> to 6<sup>th</sup> and 8<sup>th</sup> to 9<sup>th</sup> grades.

Verification required includes two (2) of the following items:

- Current lease, mortgage or rental agreement, must include the contact information (name and phone number) of the property owner or Rental Company.
- Current Homestead Exemption card or home owner's insurance proof.
- Current electric deposit payment receipt or electric bill, bottom portion, showing name and service address, and/or driver's license with correct address.

Your 5<sup>th</sup>/8<sup>th</sup> grader's current proof of residence must be turned in to your school registrar no later than May 3<sup>rd</sup>, 2019. Please be sure to include your child's name and parent/guardian telephone number on your proof.

- Delivered in person to the school registrar
- Mailed via U.S. Postal Service in time to be received by May 3<sup>rd</sup> deadline.
- Brought in by a responsible student.

Current proof is a **requirement**, even if you have *never* moved, you are an employee *or* you are on reassignment. This information **must** be submitted to the school in order to ensure a smooth transition to middle school and/or high school. If the required documentation is not received by 5/3/19, your student may not be able to participate in end of year activities, such as school dance, field trip or ceremonies.

Course requests will be submitted for next school year at your new middle/high school, *however* students who do not provide proof of residency will not be able to attend classes without providing current address proofs. Please contact your school registrar if you have any questions.

725 S. Calhoun St. • Tallahassee, Florida 32301 • Phone (850) 487-7110 • [www.leonschools.net](http://www.leonschools.net)

***"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."***

**Building the Future Together**