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Jessica Lowe

Program Manager
Molly Smith

Executive Secretary
Troy Yeomans



Registrars
Cierra Crump
Barbara Howard
Miranda Hudson
Lisa 'Kim' Phinazee
Leneatris 'Machelle' Thomas

Leon County Schools Office of Admissions
725 S. Calhoun St., Tallahassee FL 32301 | P. (850) 561-8980 F. (850) 561-8988 | icsadmissions@leonschools.net

Dear 5th or 8th grade parent,

Leon County Schools Policy 5112 requires verification of current residence of 5th grade and 8th grade students transitioning to middle school or high school. We will need a primary and a secondary proof of address for your student (a list of acceptable documents is provided below). Your student will not receive a schedule at their new school without these proofs being provided. Two proofs of address are due to the LCS Office of Admissions by Monday, May 2, 2022.

Please email the documents to icsadmissions@leonschools.net. In the subject line, please put your student's name and that you are providing proof of address for promotion. For example, "John Smith Proof of Address for Promotion." We will contact you by email or phone call (please provide your phone number in the email) if we need something different than what is provided.

If you are not able to scan the documents, you can send them in with your student, or take them to your current school and they can scan and send them to us for you. If you have an extenuating circumstance or have questions, please reach out to us at icsadmissions@leonschools.net.

Please note: if you have applied for School Choice you still must prove your address for promotion by Monday, May 2, 2022.

Acceptable Proofs of Address

- **Two proofs of residency:**
 - ***Homestead exemption, mortgage deed, lease, rental agreement, or property tax record -AND-***
 - ***Current utility bill, (dated within 30 days) activation notice is acceptable, Vehicle registration, Government mail(excluding a voter's registration card or Driver's license)***

[Policy 5112 v.](#)

STUDENT PROMOTION TO NEXT LEVEL When students are promoted to the next level, from elementary school to middle school or from middle school to high school, the parent/legal guardian must provide current proof of residence in order to obtain a schedule prior to promoting to the next level.

"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