

Fifth Grade Address Verification

We are excited about your student getting ready to complete 5th grade! With the end of the year fast approaching, we wanted to make sure you are aware that in order to be in compliance for middle school, per *LCS Policy 5112, you must submit two proofs of residency, regardless of which school your student will be attending.

Submitting your Address Verification is easy!

- Go to your FOCUS Parent Portal account and follow the steps to fill out the form and upload two proofs of residency.
- Please note: As a 5th grade parent, if you try to log into your FOCUS Parent Portal, you will not be able to access any of your student's information until the Address Verification is complete.

The acceptable Address Verification documents are as follows:

Two proofs of residency (one from each category):

- *Homestead exemption, mortgage deed, lease, rental agreement, or property tax record*
-AND-
- *Current electric bill, or activation notice is acceptable (dated within 30 days), vehicle registration, or government mail.*
(Note: drivers' licenses and voter registration cards are not accepted as proof of residency)

If you have an extenuating circumstance, please email lcsadmissions@leonschools.net and we will assist you in making sure you are in compliance.

From all of us at the LCS Office of Admissions, we wish you a great end to your 2022-2023 school year!

Sincerely,
The Office of Admissions

**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.*

NOW ENROLLING Kindergarten

Class of
2036



Future Veterinarian

ready to start?



Prepare to Pre-Enroll
*Gather documents



Pre-Enroll the Student
*Online application



Email the Office of Admissions
*Inform the Office of Admissions of the
completed application



Documents verified by the
Office of Admissions



The Office of Admissions
connects you to your
new school



***Visit www.leonschools.net/officeofadmissions
for more information about enrolling
your student.**



KINDERGARTEN ENROLLMENT CHECKLIST

**MUST BE SUBMITTED VIA EMAIL BY A PARENT OR GUARDIAN
to lesadmissions@leonschools.net**

(Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship)

You must have the following when enrolling a new student, please gather all documents before submitting

PROOFS OF RESIDENCE FOR LEON COUNTY

See acceptable proofs of address on <https://www.leonschools.net/officeofadmissions>. *You must present these even if you are on school choice.*

COPY OF BIRTH CERTIFICATE (OR PASSPORT*)

KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st

*Parents who provide a passport for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person registering the child must present, at the time of registration, an affidavit sworn to by the parent, that he/she is the parent, legal guardian, or otherwise as defined by the statute above

FLORIDA IMMUNIZATION RECORD

Immunization Record must be on a Florida Form (DH 680 Form) Contact the Leon County Health Dept for information about transferring current record to FL form.

HEALTH CERTIFICATE

The date of the physical exam must have been completed in the U.S. within 12 months of the child's first day of school in Leon County.

REPORT CARD/RECORDS FROM PREVIOUS SCHOOL

•This is not mandatory however if you have a progress report or documentation that may possibly help the staff at your new school with placement, please provide.

STANDARDIZED TEST RESULTS

If you have had your student evaluated and have results that would help in placement of your student please provide.

COPY OF IEP/504 PLAN (If applicable)

Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of a Section 504 Plan

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second-degree misdemeanor punishable by a fine of up to \$500

"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