

Parents/Guardians

Welcome to Lawton Chiles High School. Those who live in the Chiles School zone may bring their completed paperwork to the registration office to register. Please make sure you have the required documents as listed below. In addition there is a packet that can be picked up at the school that needs to be filled out, it is easier if you can pick it up ahead of time and fill it out before you get here. We also suggest you call and make an appointment so that you can meet with a counselor once your student is registered to schedule classes.

Hours for registration are 7:30 am to 2:30 pm. During the summer Leon County Schools are closed on Fridays.

If you are not sure if you live in the Chiles school zone, please check the Leon County Schools website for the School Zone Lookup located under the Parents and Students Tab.

Documents Required to Register:

1. Two proofs of residency – one of these MUST be the lease, warranty deed, property tax record or homestead exemption. The second can be your drivers license, current electric bill or homeowners insurance.
2. Student's Birth Certificate
3. Student's Immunization Records – On State of Florida Immunization Form, available at your doctor's office or the health department
4. Transcript and most recent report card
5. Standardized test scores
6. Withdrawal form from previous school
7. Completed registration packet

Missing and/or incorrect documents can cause a delay in the enrollment process.

If you do not live in the Chiles zone, or are from another District, you will need to contact the Leon County School Choice Office at 850-561-8484

Jeanne Tucker

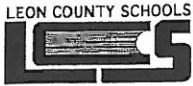
Registrar

Lawton Chiles High School

tuckerje@leonschools.net

850-488-1756 x 234

850-488-1218 FAX



REQUIREMENTS FOR STUDENT ENROLLMENT

1. **Proof of Residence:** A principal or other person so designated by the principal or Superintendent shall require reasonable proof of residency given by a parent/guardian or adult student. Reasonable 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 a driver's license, [REDACTED], electric utility bill or insurance bill.
2. **Social Security Number:** Social Security numbers are helpful for properly identifying students during the FCAT administration and for student record information transfers to other educational institutions or programs but are not a requirement for student enrollment.
3. **Birth Certificate:** Must provide a copy of the student's birth certificate.

4. **Immunization Requirements**

New and transfer students to Leon County Schools, shall provide the school with a Florida Certification of Immunization, DH 680 form (also referred to as a "blue card").

In addition to all other compulsory school immunizations, *seventh grade* students are required to have documentation of one dose of Tetanus-Diphtheria-Pertussis (Tdap); and students in *grades 8 - 12* must have documentation of either a Tetanus-Diphtheria booster (Td) or one dose of Tetanus-Diphtheria-Pertussis (Tdap).

Needed immunization documentation, described above, must be provided to student's school within 10 days of enrollment. If required documentation is not provided to school within 10 calendar days of enrollment, the student will be excluded from school until needed immunization documentation is received at school.

In cases where students are transferring within or between public schools in Florida counties, electronic transfer of records will satisfy the record requirements.

5. **Medical Examination:** Students entering a LCS public school for the first time or from out of state or private facility must show proof of physical examination dated within the last year.

The student has no more than ten calendar days to provide documentation of the health exam to the school. Students will be excluded from school if appropriate documentation is not provided.

6. **Withdrawal Form:** A withdrawal form from the student's previous school showing an unofficial transcript/report card listing courses and grades, attendance and promotion, and standardized test scores needs to be provided.