

# ENROLLMENT PROCESS

## Leon County Schools

### **1.Pre-Enroll at**

<https://leon.focusschoolsoftware.com/focus>

### **2.Submit Required Documents to**

**lcsadmissions@leonschools.net**

- Birth Certificate
- Immunization - must be on a Florida Form
- Health Form/Physical dated within 1 year
- Primary Proof of Residence - Current Lease, Mortgage Statement or Homestead Exemption
- Secondary Proof - Easiest is City of Tallahassee or Talquin Electric statement
- Withdrawal Grades, Transcript, Last report card, Test scores
- Student Residency Questionnaire

### **3. Documents will be verified by the Leon County Schools Office of Admissions**

**4. LCS Office of Admission will reach out to set up a Zoom meeting and complete registration**

**5. Zoom and connect to your new community!!**

# WELCOME!!