



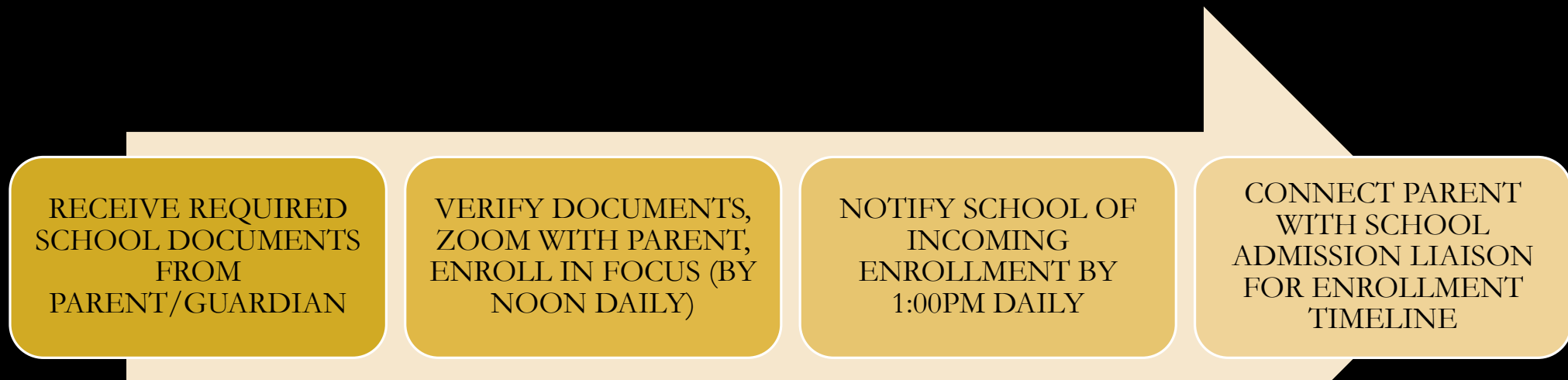
Jessica Lowe, Director of Enrollment of the LCS Office of Admissions
Molly Smith, Project Manager of the LCS Office of Admissions

LCS Office of Admissions Details

- Office Hours 8-5PM
- Bloxham Building, Ground Floor Annex
- 725 S. Calhoun Street
- Tallahassee, FL 32301
- Main Telephone Line: (850) 561-8980
- lcsadmissions@leonschools.net



LCS Office of Admissions Way of Work



Please know during peak enrollment season that enrollment in a school may take up to two days.

Clarifying the LCS Office of Admissions

- LCS Office of Admissions will only enroll K-12 public school students.
 - Incoming seniors will be evaluated by Graduation Coach prior to sending to school site.
- VPK students will still enroll through Early Childhood Education
- Charter school students will enroll with their charter school.
- Home school students will enroll and second school through the Home School Compliance Office.
- Adult & Community Education students will enroll with ACE.

Clarifying the LCS Office of Admissions

- Lively College students will enroll at Lively College.
- The DJJ re-enrollment process will remain unchanged.
- Pace Center for Girls students will enroll with Pace.
- Application-based schools (SAIL, Success, LCVS) will correspond with the Office of Admissions to complete enrollment.

Withdrawals

- School Admission Liaison will notify (in writing) the LCS Office of Admissions of the in-county student transfer.
 - School Admission Liaison will confirm (in writing) to the LCS Office of Admissions that the in-county student has been cleared for transfer.
 - Cleared for transfer includes returning Chromebooks, textbooks, and any other student equipment.
 - The LCS Office of Admissions will verify the student's new address and notify the receiving school of the incoming transfer.
- School Admission Liaison will notify the LCS Office of Admissions of student withdrawing out of county/state, that the student is cleared to withdraw.
 - The LCS Office of Admissions will verify location and withdraw.
- Students withdrawing ages 16-18 will complete an intent to terminate and exit interview and follow guidance from Intervention Services

What we are working on

- Creating a communication campaign for centralized student enrollment.
- Launching a LCS Office of Admissions district website for parents to read important registration information.
- Instructional flyers for school front office staff to hand out if parents come into the school to register.
- Creating a seamless way of work for each school team to be informed regarding an incoming student.

LCS Office of Admissions Launch Date

November 1, 2021



Questions?

- Jessica Lowe, lowej@leonschools.net
- Molly Smith, smithm2@leonschools.net

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