



Leon High School
550 E. Tennessee Street
Tallahassee, Florida 32308
(850) 617-5700, phone
(850) 922-5311, fax

Office Use Only ID _____
Student Name _____
DOB _____ School _____
Grade _____ Reassigned _____
Cohort _____ None ESE ESOL IEP 504 Gifted

REGISTRATION CHECKLIST

MUST BE SUBMITTED IN PERSON BY A PARENT OR GUARDIAN

You must have with you the following when registering a new student (please do not make an appointment without a complete package):

____ **PROOFS OF RESIDENCE FOR LEON COUNTY** Parent or legal guardian enrolling student must live in the Leon High School Zone. (Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship) *You must present these even if you are reassigned.*

- a. Driver's License (verification only, not a valid proof of residency)
- b. **The requirements for proof are divided into the following categories:**
See the little white/red house on the left side of the main page of the Leon High School website for a proof of address package
1. Homeowner
 2. Renter
 3. Living with a person who owns their home
 4. Living with a person who is a renter

____ **COPY OF BIRTH CERTIFICATE**

____ **COPY OF SOCIAL SECURITY CARD** (not required by law)

____ **IMMUNIZATION RECORD**

HRS 680 (must be a Florida Shot record on form HRS 680 can be obtained from Health Dept. or Doctor's office)

____ **HEALTH CERTIFICATE**

Physical within one year if enrolling in Leon County Schools for the 1st time or from out of state.

____ **CURRENT REPORT CARD AND TRANSCRIPT** This is needed to ensure that student is placed at the appropriate grade level courses. **It must show proof of promotion.** *For pre-registration (prior to the end of the school year), provide the most recent 9 week report card.* Students going into the 10th, 11th, or 12th grade must also provide a current transcript.

____ **STANDARDIZED TEST RESULTS** (students entering from private or out-of-county school must provide most recent test results)

____ **WITHDRAWAL FORM FROM PREVIOUS SCHOOL** (not required when pre-registering for next school year)

____ **NAME AND MAILING ADDRESS OF PREVIOUS SCHOOL** (If student was home schooled, please provide the last student evaluation.)

____ **Parent Portal** if you have already have a parent portal account please bring your username and password.