



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 _____ ESE ESOL IEP 504 Gifted

## **REASSIGNMENT/IN COUNTY REGISTRATION CHECKLIST**

**THIS IS FOR STUDENTS CURRENTLY ENROLLED IN LEON COUNTY SCHOOLS**

**MUST BE SUBMITTED IN PERSON BY A PARENT OR GUARDIAN**

In addition to the attached forms, **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 attached for specific requirements.*
  - 1. Homeowner
  - 2. Renter
  - 3. Living with a person who owns their home
  - 4. Living with a person who is a renter

**If possible please provide the following, it is not mandatory for enrollment, however, very helpful!**

\_\_\_\_\_ **COPY OF BIRTH CERTIFICATE**

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

\_\_\_\_\_ **IMMUNIZATION RECORD**

HRS 680 (BLUE CARD can be obtained from Health Dept. or Doctor's office)