



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**

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

\_\_\_\_\_ **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 1<sup>st</sup> 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 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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.)