



# LEON HIGH SCHOOL GUIDANCE DEPARTMENT

550 E. Tennessee Street, Tallahassee, Florida 32308 | 850.617.5703, office | 850.922.5311, fax

Billy Epting, Principal  
Sarah Hembree, Assistant Principal of Curriculum  
Molly Smith, Registrar  
Kelly Folmar, Counselor

Sam Norris, Counselor  
Rick Davis, Counselor  
Sarah Harris, Counselor  
Leslie Hyle, Curriculum Secretary

**Parent/Guardian: Please fill out the top portion and return form to Registrar at Leon High School.**

Date: \_\_\_\_\_

To Registrar

Name of Previous School: \_\_\_\_\_

Address of Previous School: \_\_\_\_\_

City: \_\_\_\_\_

Phone of Previous School: \_\_\_\_\_ Fax of Previous School: \_\_\_\_\_

The Final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) dated June, 1976 no longer requires written consent to release student educational records between schools. These rules state that school officials in the school systems in which the student may intend to enroll may release and receive a student’s records without written consent for such release. In Florida see Statute 228.093 and State Board of Education Rule 6A-1.955

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

## Office Use Only

Please forward the items checked below for the above student who has recently enrolled in our school.

Please include:	_____	Cumulative folder
	_____	Explanation of grading and credits system
	_____	Credits earned in each subject
	_____	ESE/Gifted (Exceptional Student Education)
	_____	Current grades
	_____	Test scores & state exams i.e. SAT, ACT, PSAT, IOWA, CTBS, and all required state examinations.
	_____	Health Records
	_____	Other

Please forward the information to:  
Molly M. Smith, Registrar  
Leon High School  
Smithm2@leonschools.net  
550 East Tennessee Street  
Tallahassee, Florida 32308

*“The Leon County School District does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming, and gender identity), marital status, disability, pregnancy, sexual orientation, or genetic information.”*