



# LEON HIGH SCHOOL GUIDANCE DEPARTMENT

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## Residency Process

In order for a student to be eligible to enroll in Leon County Schools, the student's residence must be in Leon County. A student's residence is defined as the primary current residence of the student, parent(s) or legal guardians(s). If a student's parent(s) or legal guardian(s) live in separate residences while sharing physical custody under the terms of a court-order the student may attend the school zoned for either residence with appropriate residency documentation.

## Full and Complete Current Residency

If the student's primary residence changes, notification and updated documentation must be provided to the school within 10 school days.

## Residency Fraud

Parent(s)/Guardian(s) are committing residency fraud if they submit an address during the enrollment process that is not their true residence.

If there is reasonable suspicion that the student is not residing at the claimed address the following procedures may be implemented at the discretion of the Superintendent or designee.

- A letter may be sent to parent(s)/guardian(s) who have conflicting address information requesting that the parent verify and update enrollment information. This may be followed by a phone conversation or home visit.
- The school staff may examine the Property Appraiser's website to determine the parent's/guardian's homestead (primary residence) location. The homestead address of the parent will be used as a factor to determine the student's zoned school. A conflicting address indicates that further investigation is required.

If it is determined that the student is attending a school outside of their zone, the student shall be withdrawn by the school and must be registered and enrolled in the appropriate zoned school.

In all cases the Superintendent or designee reserves the right to make an independent investigation and to make the final determination as to the residence of a student.

The Attendance Zone locator (<http://www.leonschools.net/domain/101>) should be used to determine the appropriate zoned school. School Choice and Reassignment information is available at [www.leonschoolchoice.com](http://www.leonschoolchoice.com).

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

## Proof of Residency

Leon County School District requires detailed proof of residency provided by a parent/guardian or adult student. Policy 5112 requires two forms of "Proof of Residence". A driver's license is required of all for verification purposes only.

### Follow the requirements below that best describes your living situation.

1. **Homeowner:** Reasonable proof of residence **MUST** include one (1) item from each of the following categories:

Category A. You **MUST** provide one document:

- One Current Utility bill (*dated within 30 days - for new services, an activation notice may be accepted*)
- Current Mortgage/HUD statement (*dated within 30 days*) or deed, with all required signature
- Current Homestead Exemption Card

Category B. **AND** you **MUST** provide one (1) document showing your address:

- Homeowners Insurance Policy
- Medical Insurance Statement
- Property tax record
- Termite Bond
- Vehicle Registration

2. **Renter:** Reasonable proof of residence **MUST** include one (1) item from each of the following categories:

Category A. You **MUST** provide one document:

- Current Lease with the **names of everyone living in the household** listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.

Category B. **AND** you **MUST** provide one (1) document showing your address:

- One Current Utility bill (*dated within 30 days - for new services, an activation notice may be accepted*)
- Medical Insurance Statement
- Renter's Insurance Policy
- Vehicle Registration
- Mail from a government agency

3. If you are **living with a person who owns their home:** Reasonable proof of residence **MUST** include one (1) item from each of the following categories in addition to the affidavits:

Category A. You **MUST** provide:

- **Notarized Affidavit of Residency Form- REQUIRED**
- Vehicle Registration
- Mail from a government agency

Category B. the HOMEOWNER **MUST** provide at least two (2) documents:

- **Notarized Homeowner's/Renter's Acknowledgment Form – REQUIRED**
- One current utility bill (*dated with 30 days – for new services an activation notice may be accepted*)
- Current mortgage/HUD statement (*dated within 30 days*) or deed, with all required signatures
- Current Homestead Exemption Card

4. If you are **living with a person who is a renter:** Reasonable proof of residence **MUST** include one (1) item from each of the following categories in addition to the affidavits:

Category A. You **MUST** provide:

- **Notarized Affidavit of Residency Form- REQUIRED**
- Vehicle Registration
- Mail from a government agency

Category B. the RENTER **MUST** provide at these two (2) documents:

- **Notarized Homeowner's/Renter's Acknowledgment Form – REQUIRED**
- One current utility bill (*dated with 30 days – for new services an activation notice may be accepted*)
- Current Lease (*dated within 30 days*) or deed, with all required signatures

BOARD CHAIR  
Georgia "Joy" Bowen  
BOARD VICE CHAIR  
Alva Swafford Striplin



BOARD MEMBERS  
Maggie Lewis-Butler  
DeeDee Rasmussen  
Rosanne Wood

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SUPERINTENDENT  
Rocky Hanna

**AFFIDAVIT OF RESIDENCY**

*For families residing with a homeowner or renter*

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct. **Must complete annually.**

Student's Name \_\_\_\_\_

Explain your current living situation.

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Current address \_\_\_\_\_ Previous address \_\_\_\_\_  
Dates from \_\_\_\_\_ to \_\_\_\_\_ Current owner/landlord/property manager name \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
(Print parent/Guardian name)

\_\_\_\_\_  
(Parent/Guardian signature)

STATE OF FLORIDA/COUNTY OF LEON

SUBSCRIBED and SWORN before me on this day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who ( ) is personally known to me or ( ) has produced a Florida Driver's License.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary typed, printed or stamped

Notary Public, State of Florida at Large  
My Commission Number is \_\_\_\_\_  
My Commission expires \_\_\_\_\_

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**Residential Information**

SUPERINTENDENT  
Rocky Hanna

***Homeowner's/Renter's Acknowledgement***  
**(Household Status)**

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct. **Must complete annually.**

I \_\_\_\_\_ acknowledge that \_\_\_\_\_  
(owner/renter) (additional residents)

reside at \_\_\_\_\_

**(Print Homeowner/Property Manager name)**

\_\_\_\_\_  
**(Homeowner/Property Manager signature)**

**Owner/Property Manager Contact Information:**

(Address) \_\_\_\_\_ (Phone number) \_\_\_\_\_

**The Renter's Lease is: circle one**

Annual

Month-to-month

**STATE OF \_\_\_\_\_ / COUNTY OF \_\_\_\_\_**

SUBSCRIBED and SWORN before me on this day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_,  
who ( ) is personally known to me or ( ) has produced a Florida Driver's License.

**Signature of Notary**

**Name of Notary typed, printed or stamped**

Notary Public, State of \_\_\_\_\_ at Large

My Commission Number is \_\_\_\_\_

My Commission expires \_\_\_\_\_

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