



REQUIREMENTS FOR STUDENT ENROLLMENT

1. **Proof of Residence:** A principal or other person so designated by the principal or Superintendent shall require reasonable proof of residency given by a parent/guardian or adult student. Reasonable proof of the primary residence **must include one of the following documents: homestead exemption, mortgage deed, a lease or rental agreement or property tax record; and at least one other form of appropriate documentation such as a driver's license, voter registration card, electric utility bill or insurance bill.**
2. **Social Security Number:** Social Security numbers are helpful for properly identifying students during the FCAT testing and for student record transfers to other educational institutions or programs. The Social Security Number is not a requirement for student enrollment. The collection and use of the Social Security number is governed by State Statute S 228.093 and Federal Statute FERPA 6A-1.0955.
3. **Birth Certificate:** Must provide a copy of the student's birth certificate.
4. **Immunization Requirements**
New and transfer students to Leon County Schools, shall provide the school with a Florida Certification of Immunization, **DH 680 form** (also referred to as a "blue card").

In addition to all other compulsory school immunizations, *seventh grade* students are required to have documentation of one dose of Tetanus-Diphtheria-Pertussis (Tdap); and students in *grades 8 - 12* must have documentation of either a Tetanus-Diphtheria booster (Td) or one dose of Tetanus-Diphtheria-Pertussis (Tdap).

Needed immunization documentation, described above, must be provided to student's school within 10 days of enrollment. If required documentation is not provided to school within 10 calendar days of enrollment, the student will be excluded from school until needed immunization documentation is received at school.

PreK and Kindergarten students must provide proof of required immunizations PRIOR to attending school. They do not have a 10 day grace period.

In cases where students are transferring within or between public schools in Florida counties, electronic transfer of records will satisfy the record requirements.

5. **Medical Examination:** Students entering a LCS public school for the first time or from out of state or private facility must show proof of physical examination **dated within the last year.**

The student has no more than ten calendar days to provide documentation of the health exam to the school. Students will be excluded from school if appropriate documentation is not provided. PreK and Kindergarten students must provide proof of required medical examination PRIOR to attending school. They do not have a 10 day grace period.
6. **Withdrawal Form:** A withdrawal form from the student's previous school showing an unofficial transcript/report card listing courses and grades, attendance and promotion, and standardized test scores needs to be provided.