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Dear Parents/Guardians of Fifth and Eighth Graders:

Please help us transition your child to middle and/or high school by completing the verification of your student's residential address per Leon County School Board Policy 5112. This policy states when students are promoted to the next level, from elementary school to middle school *or* from middle school to high school, the parent/guardian is required to provide current proof of residence as defined herein.

Verification required includes two (2) of the following items:

- ❖ Current lease, mortgage or rental agreement, must include the contact information of the property owner or Rental Company.
- ❖ Current Homestead Exemption card or home owner's insurance proof.
- ❖ Current electric deposit payment receipt or electric bill, bottom portion, showing name and service address, and/or driver's license with correct address.

You can bring them to your school registrar or photocopies of the required documentation will suffice. Your current proof of residence must be turned in to the registrar for your 5<sup>th</sup> or 8<sup>th</sup> grader, no later than April 20<sup>th</sup>, 2018. Please be sure to include your child's name and parent/guardian telephone number on your proof.

- ❖ Delivered in person to the school registrar
- ❖ Mailed via U.S. Postal Service in time to be received by April 20<sup>th</sup> deadline.
- ❖ Brought in by a responsible student.

Current proof is a requirement for all 5<sup>th</sup> & 8<sup>th</sup> graders, even if you have never moved, you are an employee *or* you are on reassignment. This information must be submitted to the school in order to ensure a smooth transition to middle school and/or high school. Even though course request forms may have been submitted, students who do not provide proof of residency will not have their records forwarded to middle and/or high school and will not receive a schedule. This may also impact your child being able to receive their first choice in elective classes. Please contact your school registrar if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'D. Small', written over a white rectangular area.

Your Proud Principal  
Dr. Small

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

**Building the Future Together**