

# Augusta Raa Middle School – Home of the Rams

Dr. Small, Principal  
Mr. Cowart, Asst. Principal  
Mrs. Van Camp, Asst. Principal  
Mr. Thompson, Dean



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January 22, 2020

Dear 8<sup>th</sup> Grade Parents/Guardians:

According to Leon County School Board Policy 5112, the residential address of students who are promoted from middle to high school must be verified.

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

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

Photocopies of the required documentation will suffice. **Please include your child's name and a parent/guardian telephone number on all photocopies should questions arise.**

The required proofs of residence must be provided to the attention of our registrar, Leneatris Thomas, via:

- Scanned and email to [Thomasl4@leonschools.net](mailto:Thomasl4@leonschools.net);
- Faxed to (850) 414-7702;
- Mailed via U.S. Postal Service; or
- Delivered in person to the guidance office.

Please be mindful the End-Of-Year report cards will be mailed only to students whose address have been verified through this process. Also, not providing the required documentation, may prohibit your child from participating in the Promotion Ceremony in May. This information must be submitted in order to ensure a smooth transition from middle to high school. Also, even though course request forms may have been submitted, students who do not provide proof of residency **will not** have their records forwarded to high school and **will not** receive a schedule. This may also impact your child being able to receive their first choice in elective classes.

Current proof is a requirement even if you have never moved, you are an employee or you are on reassignment. This information must be submitted to the school no later than May 1, 2020.

If you have any questions or concerns, please feel free to contact Ms. Thomas at (850) 488-7495.

Respectfully,

Dr. Christopher Small,  
Proud Principal