

PARENT/GUARDIAN REGISTRATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED IN PERSON BY A PARENT OR GUARDIAN

The items listed in BOLD below must be provided when registering a new student:

_____ **TWO PROOFS OF RESIDENCE FOR LEON COUNTY** Parent or legal guardian enrolling a student must live in the School Zone. (Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship) *You must present these even if you are reassigned.*

- a. **Proof #1: Current Homestead Exemption, mortgage statement, lease or rental agreement, property tax record.**
- b. **Proof #2: Current utility bill, phone bill, etc.**
- c. Affidavit of Residency: (Only if residing with a homeowner in our school zone. Form must be notarized. Homeowner must also provide proof of residency in their name).

_____ **COPY OF BIRTH CERTIFICATE**

_____ **IMMUNIZATION RECORD**

HRS 680 (must be a Florida Shot record on form HRS 680—can be obtained from Health Dept. or Doctor's office)

_____ **HEALTH CERTIFICATE**

Physical within one year if enrolling in Leon County Schools for the 1st time or from out of state.

_____ **CUSTODY OR COURT DOCUMENTS** (If applicable)

_____ **SCHOOL REASSIGNMENT FORM** (If applicable)

_____ **COPY OF SOCIAL SECURITY CARD** (not required by law)

_____ **CURRENT REPORT CARD** (This is needed to ensure that the student has appropriate placement)

_____ **STANDARDIZED TEST RESULTS** (This is helpful to provide if student is entering from a private or out-of-county school)

_____ **WITHDRAWAL FORM FROM PREVIOUS SCHOOL**

_____ **NAME AND MAILING ADDRESS OF PREVIOUS SCHOOL** (If student was home schooled, please provide the last student evaluation.)