

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, parents or legal guardian(s). If a student's parents or legal guardians 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) 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 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If it is determined that the student is attending a school outside of their zone, the student shall be withdrawn by the school and must be registered and enrolled in the appropriate zoned school.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.

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”.

Follow the requirements below that best describes your living situation.

Section #1: If you are a **HOMEOWNER**

Reasonable proof of residence must include one (1) item from each of the following categories:

Category A: you **MUST** provide one (1) 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
- Driver’s licenses/ID card (**for identification purposes only**)

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

Section #2: If you are a **RENTER**

Reasonable proof of residence must include one (1) item from each of the following categories:

Category A: you **MUST** provide one (1) document:

- Current Lease with the **names 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.
- Driver’s licenses/ID card (**for identification purposes only**)

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

- Current utility bill (dated within 30 days-for new services, an activation notice may be accepted)
- Medical insurance statement
- Renters insurance policy
- Vehicle registration
- Mail from a government agency

Section #3: If you are living with a person who owns their home

Reasonable proof of residence must include two (2) items from each of the following categories:

Category A: YOU MUST provide:

- ***Notarized Affidavit of Residency Form-REQUIRED***
- Driver's license/ID card (for identification purposes only)
- 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 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
- Driver's licenses/ID card (for identification purposes only)

Section #4: If you are living with a person who is a renter

Reasonable proof of residence must include two (2) items from each of the following categories:

Category A: YOU MUST provide:

- ***Notarized Affidavit of Residency Form-REQUIRED***
- Driver's license/ID card (for identification purposes only)
- Vehicle registration
- Mail from a government agency

Category B: the RENTER MUST provide at least two (2) documents:

- ***Notarized Homeowner's/Renter's Acknowledgment Form-REQUIRED***
- One current utility bill (dated within 30 days—for new services, an activation notice may be accepted)
- Current Lease (dated within 30 days) or deed, with all required signature
- Driver's licenses/ID card (for identification purposes only)