

April Knight, Principal

Lindsey Brown, Assistant Principal

David Chambers, Dean

John G. Riley Elementary School



1400 Indiana Street

Tallahassee, Florida 32304

Phone: (850) 488-5840 Fax: (850) 922-4227

April 27, 2020

Dear Parents/Guardians of 5th Grade Students:

Leon County School Board policy requires verification of the current residence of all students transitioning from elementary school to middle school before the student can be admitted to the receiving school and obtain a schedule. Therefore, **it is necessary for the parent/guardian of each student currently enrolled in the fifth (5th) grade at John G. Riley Elementary School to provide proof of residence in order to complete his/her child's transition to middle school. To ensure a smooth transition for your child to middle school please submit proof of residence documents by May 20, 2020.**

You may have provided proof of residence at the beginning of the school year, however, **two (2) current proofs of residence are required.** Below are the acceptable documents for the primary and secondary proof of residence that are required.

- **Primary proof of residence must include one (1) of the following documents:**
 - Homestead exemption
 - Mortgage deed
 - Lease or rental agreement
 - Property tax record
- **Secondary proof of residence must include one (1) of the following documents:**
 - Electric or utility bill
 - Vehicle registration
 - Mailed document **other than** junk mail

The two (2) required proofs of residence may be provided to the school by mail, email, or fax. **Be sure to include your child's name and date of birth on the documents as well as a telephone number and/or email address where you can be reached.**

Mail to:

Riley Elementary School
Attention: Registrar
1400 Indiana Street
Tallahassee, Florida 32304

Email to: poolep@leonschools.net

Fax to: (850) 922-4227

If you have any questions or need assistance, contact Paula Poole, Registrar at (850) 296-8476 or poolep@leonschools.net.

Thank you for your assistance,

April Knight, Principal