

ENROLLMENT CHECKLIST

MUST BE SUBMITTED VIA EMAIL BY A PARENT OR GUARDIAN to YOUR SCHOOL'S ENROLLMENT TEAM EMAIL BELOW

*(Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship)
You must have the following when enrolling a new student, please gather all documents before submitting*

_____ **PROOFS OF RESIDENCE FOR LEON COUNTY** - See acceptable proofs of address at <https://www.leonschools.net/officeofadmissions>. *You must present these even if you are on school choice.*

_____ **COPY OF BIRTH CERTIFICATE (OR PASSPORT*)** - KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st

*Parents who provide a passport for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person registering the child must present, at the time of registration, an affidavit sworn to by the parent, that he/she is the parent, legal guardian, or otherwise as defined by the statute above.

_____ **FLORIDA IMMUNIZATION RECORD** - Immunization Record must be on a Florida Form (DH 680 Form) Contact the Leon County Health Dept for information about transferring current record to FL form.

_____ **HEALTH CERTIFICATE** - The date of the physical exam must have been completed in the U.S. within 12 months of the child's first day of school in Leon County.

_____ **REPORT CARD/RECORDS FROM PREVIOUS SCHOOL**

- **HIGH SCHOOL (09-12)** – official transcript from previous school (official/sealed preferred) and withdrawal grades (if in a current school year)
- **MIDDLE SCHOOL (06-08)** – official transcript from previous school (official/sealed preferred) and withdrawal grades (if in a current school year)
- **ELEMENTARY SCHOOL (KG-05)** – final/last report card
- **1ST GRADE PLACEMENT** – Florida Statute 1003.21 requires proof of satisfactory completion of KG

_____ **STANDARDIZED TEST RESULTS**

Only students entering from private or out-of-county school must provide most recent test results

_____ **COPY OF IEP/504 PLAN** (If applicable)

Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of a Section 504 Plan

_____ **Withdrawal Form From Previous School** including withdrawal grades (not required when pre-registering for next school year)

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second-degree misdemeanor punishable by a fine of up to \$500

Section 1003.25(2), Fla. Stat., and Rule 6A-1.0955(8)(c), Fla. Admin. Code, require that the transfer of records of students who transfer from school to school occur within three (3) school days of the receipt of the request for records from the new school or district, or receipt of the identity of the new school and district of enrollment, whichever occurs first. These records must contain verified reports of serious or recurrent behavior patterns, including threat assessments and intervention services, and psychological evaluations, including therapeutic treatment plans and therapy progress notes created or maintained by district or charter school staff.

"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."

Leon County Schools Enrollment Contacts List

Your Schools Name	Email for Enrollment
Apalachee Elementary School	apalacheeenrollment@leonschools.net
Astoria Park Elementary School	astoriaenrollment@leonschools.net
Bond Elementary School	bondenrollment@leonschools.net
Buck Lake Elementary School	bucklakeenrollment@leonschools.net
Canopy Oaks Elementary School	canopyoaksenrollment@leonschools.net
Chaires Elementary School	chairesenrollment@leonschools.net
Chiles High School	chilesenrollment@leonschools.net
Elizabeth Cobb Middle School	cobbenrollment@leonschools.net
J. Michael Conley Elementary School at Southwood	conleyenrollment@leonschools.net
Deerlake Middle School	deerlakeenrollment@leonschools.net
Desoto Trail Elementary School	desotoenrollment@leonschools.net
Fairview Middle School	fairviewenrollment@leonschools.net
Ft. Braden School	fortbradenenrollment@leonschools.net
Gilchrist Elementary School	gilchristenrollment@leonschools.net
Amos P. Godby High School	godbyenrollment@leonschools.net
Griffin Middle School	griffinenrollment@leonschools.net
Hartsfield Elementary School	hartsfieldenrollment@leonschools.net
Hawks Rise Elementary School	hawksriseenrollment@leonschools.net
Home Education	homeed@leonschools.net
Killlearn Lakes Elementary School	killlearnlakesenrollment@leonschools.net
Leon High School	leonenrollment@leonschools.net
Leon County Virtual School	lcvsenrollment@leonschools.net
Lincoln High School	lincolnenrollment@leonschools.net
Montford Middle School	montfordenrollment@leonschools.net
W. T. Moore Elementary School	mooreenrollment@leonschools.net
R. Frank Nims Middle School	nimsenrollment@leonschools.net
Oak Ridge Elementary School	oakridgeenrollment@leonschools.net
Pineview Elementary School	pineviewenrollment@leonschools.net
Raa Middle School	raaenrollment@leonschools.net
James S. Rickards High School	rickardsenrollment@leonschools.net
John G. Riley Elementary School	rileyenrollment@leonschools.net
Roberts Elementary School	robertsenrollment@leonschools.net
Ruediger Elementary School	ruedigerenrollment@leonschools.net
Sabal Palm Elementary School	sabalpalmenrollment@leonschools.net
SAIL High School	sailenrollment@leonschools.net
Sealey Elementary School	sealeyenrollment@leonschools.net
Second Chance at Ghazvini Learning Center	secondchanceenrollment@leonschools.net
Springwood Elementary School	springwoodenrollment@leonschools.net
Success Academy at Ghazvini Learning Center	successeerollment@leonschools.net
Kate Sullivan Elementary School	katesullivanenrollment@leonschools.net
Swift Creek Middle School	swiftcreekenrollment@leonschools.net
Woodville School	woodvilleenrollment@leonschools.net
Gretchen Everhart School	everhartenrollment@leonschools.net