

Registration Information



Parent Portal Registration

If your child is currently enrolled in any Leon County school (INCLUDING pre-k and charter schools), you do NOT need to complete a new registration form. The online registration form is only for:

- Students NEVER enrolled in any LCS site (public, charter, or pre-k)
- Students not enrolled in an LCS school since 2015
- Students who did NOT enroll through the school choice office
- Students moving to Leon County from out of the state
- Students who have only ever attended a private school

[Click here to access the Focus Parent Portal Registration/Add a child](#)

Questions and Answers

How do I register my children?

Students NEW to Leon County Schools must complete an [online registration form](#). **If your student is already enrolled in our system**, but they are **changing schools**, email the registrar your new proof of address. Your student will automatically be transferred to your new school zone and you will have the opportunity to update your child's registration information through the FOCUS parent portal.

How do I find my school zone?

Find your school zone here [School Zone Lookup Tool](#) on the school district's website.

How do I find out about bus routes?

Updated bus route information will be on our website sometime in early August. You may also go to the [Transportation & Buses](#) and click on the "Find Your Bus Route" link.

For information about School Choice and Reassignment options, visit the school district's [School Choice Office](#) website. *The School Choice deadline is March 1, 2020.*

What other items are needed to complete the registration process?

If your child is not currently enrolled in a Leon County School, you will need to include the following to register your child for school:

Evidence of Residence Within School District - The residence of a student is defined as the primary residence of the student's parent/guardian or of either parent when custody is shared and mutually agreed upon. Reasonable proof of residence **MUST** include one (1) item from each of the following categories:

Category A. You **MUST** provide one (1) document:

1. one current utility bill (dated within thirty (30) days - for new services, an activation notice may be accepted);
2. current mortgage/HUD statement (dated within thirty (30) days), or deed with all required signatures;
3. current homestead exemption card.

Category B. You **MUST** provide one (1) document showing your address:

1. homeowners insurance policy;
2. medical insurance statement;
3. property tax record;
4. termite bond; or
5. vehicle registration

Evidence of Birth Date - One of the following legal evidences of age is required for all students. A homeless child shall be given temporary exemption from this requirement for 30 days.

- Certified record of birth.
- Certificate of baptism showing date of birth and place of baptism. Must be accompanied by an affidavit sworn to by the parent.
- Insurance policy on the child's life that has been in force for at least 2 years.
- Authentic contemporary religious record of the child's birth. Must be accompanied by an affidavit sworn to by the parent.
- Passport certificate of arrival in the United States showing the age of the child.
- School transcript showing the date of birth for at least 3 years prior to application.

Proof of Recent Physical Exam

Florida Certification of Immunization Blue Form

- Immunizations may be obtained from the public health department or private doctor and must be current.
- Before entering 7th grade, student must have proof of current booster shot.
- **If your child is currently enrolled in a Leon County School, please furnish:**
 - Withdrawal papers from previous school along with address for previous school and grades (if possible) from previous school
- Two proofs of residency as described above.
- Original immunization card showing all shots