

ENROLLMENT CHECKLIST

**MUST BE SUBMITTED VIA EMAIL BY A PARENT OR GUARDIAN
to icsadmissions@leonschools.net**

(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 on <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

“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.”

Building the Future Together