

# ENROLLMENT CHECKLIST

**MUST BE SUBMITTED VIA EMAIL BY A PARENT OR GUARDIAN  
to YOUR SCHOOL'S [ENROLLMENT TEAM EMAIL HERE](#)**

*(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/studentadmissions>. 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.

"No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.