

Student Transfer From One Leon County School to Another Leon County School:

*All students must have proven their address for the new Leon County School before being withdrawn from the current Leon County School. A withdrawal form will be submitted by current schools Admissions Liaison. Exception: students entering from JDC.

Parent/Guardian needs to:

- Email Proofs of Address to lcsadmissions@leonschools.net or take them to your current school. See acceptable proofs at <https://www.leonschools.net/officeofadmissions>.
- Notify the current school of the intent to withdraw, include student name, student number, and parent ID (parent may email or go in person)
- Update contact information at current school, for example; contact's permissions, phone numbers and emails
- Return books, electronics, and any other school materials (in person)
- Wait to receive an email from LCS Office of Admissions to say transfer is complete, new school will be in contact to tell you the day you will begin

***Please allow withdrawing school 24 hours to complete the requested withdrawal**

"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