

STUDENT ADDRESS VERIFICATION

Per *LCS Policy 5112, the parent/legal guardian of students transitioning from 5th to 6th grade and 8th to 9th grade must provide a primary and a secondary proof of address to receive a schedule at their new school.



YOUR STUDENT WILL NOT RECEIVE A SCHEDULE AT THEIR NEW SCHOOL WITHOUT THESE PROOFS BEING PROVIDED.

WHAT DOCUMENTS DO I NEED?

ACCEPTABLE DOCUMENTATION

- Primary Proof:
Homestead exemption, mortgage deed, lease, current rental agreement, or property tax record
- AND-
- Secondary Proof:
Current electric bill, (must be dated within 30 days; an activation notice is acceptable), vehicle registration, government mail (excluding a voter's registration card or driver's license)

SUBMITTING YOUR ADDRESS VERIFICATION IS EASY!

Go to your FOCUS Parent Portal account and follow the steps to fill out the form and upload two proofs of residency.

Please note: As a 5th & 8th grade parent, if you try to log into your FOCUS Parent Portal, you will not be able to access any of your student's information until the Address Verification is complete.

If you have an extenuating circumstance, please email lcsadmissions@leonschools.net and we will assist you in making sure you are in compliance.



*Policy 5112 v.

STUDENT PROMOTION TO NEXT LEVEL When students are promoted to the next level, from elementary school to middle school or from middle school to high school, the parent/legal guardian must provide current proof of residence in order to obtain a schedule prior to promoting to the next level.