

STUDENT REGISTRATION CHECKLIST

MUST BE SUBMITTED IN PERSON BY A PARENT OR LEGAL GUARDIAN

Online Registration Form: If your student is new to the district, or was enrolled in Leon County Schools prior to 2015, please complete the online registration form at:

<https://leon.focusschoolsoftware.com/focus/auth/>

If you are currently enrolled in Leon County Schools, or returning after a brief withdrawal, please gather the required documents below and bring them to the school during registration hours. Call 850-488-1756 to make an appointment with the CHS Registrar and School Counselor.

Documentation: In addition to the completed online registration form, you must have the following documents with you when registering a new student (please understand, we CANNOT enroll your student without these documents):

- **PROOFS OF RESIDENCE FOR LEON COUNTY** Parent or legal guardian enrolling student must live in the School Zone. (Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship) You must present these even if you are reassigned.
 - a. Lease/Mortgage/Property Tax Record/Homestead Exemption
 - b. Cable Bill/Home Phone Bill/Utility Bill
- **COPY OF BIRTH CERTIFICATE**
- **COPY OF SOCIAL SECURITY CARD** (not required by law)
- **IMMUNIZATION RECORD** - HRS 680 (must be a Florida Shot record on form HRS 680 can be obtained from Health Dept. or Doctor's office)
- **HEALTH CERTIFICATE** - Physical within one year if enrolling in Leon County Schools for the 1st time or from out of state.
- **CURRENT REPORT CARD AND TRANSCRIPT** - This is needed to ensure that student is placed at the appropriate grade level courses. It must show proof of promotion. For pre-registration (prior to the end of the school year), provide the most recent 9 week report card. Students going into the 10th, 11th, or 12th grade must also provide a current transcript.
- **STANDARDIZED TEST RESULTS** (students entering from private or out-of-county school must provide most recent test results)
- **WITHDRAWAL FORM FROM PREVIOUS SCHOOL** (not required when advancing from another Leon Co. School)
- **NAME AND MAILING ADDRESS OF PREVIOUS SCHOOL** (If student was home schooled, please provide the last student evaluation)
- **Registrar Office Hours for new enrollments/registrations: Tues., Wed., Thurs., 8:00 a.m. – 12:00 p.m. Call 850-488-1756 to make an appointment with the CHS Registrar and School Counselor.**

"The Leon County School District does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming, and gender identity), marital status, disability, pregnancy, sexual orientation, or genetic information."

