

STUDENT REGISTRATION INFORMATION - MUST BE SUBMITTED BY A PARENT OR LEGAL GUARDIAN

Parent or legal guardian enrolling student must live in the designated School Zone. A "School Zone Lookup" is available on the Leon County School District's website under "Parents and Students – More" tab. Anyone other than a parent attempting to enroll a minor student must show proof of legal guardianship.

STEP 1: Online Registration Form

- See the Leon County School District's Website and click on the "**Student Enrollment link (backpack icon)**" at the top of the page for all on-line enrollment instructions and options. Also found at: <https://leon.focusschoolsoftware.com/focus>.
(If you applied for School Choice/Reassignment, you DO NOT need to complete the application again. You do, however, need to provide the remaining documents to the LCS Office of Admissions).

STEP 2: Gather all documents

- Scan the required documents as **individual PDFs** and attach them to **ONE email** to the lcsadmissions@leonschools.net. Be sure to include your name, student's name/grade, and the best phone number at which to reach you.
- Please DO NOT send pictures or JPEG images, as they cannot be read adequately. This will slow down your enrollment process. Go to www.leonschools.net/Page/44677 to obtain information on how to upload documents to your phone if you cannot scan the necessary documents.
- **Documents required for enrollment** are listed below. Your student's enrollment **WILL NOT** be completed until ALL documents have been received. Please attach all documents to ONE email if possible.
 1. **STUDENT'S OFFICIAL BIRTH CERTIFICATE**
 2. **PARENT/GUARDIAN DRIVER'S LICENSE** or State issued Photo ID (used to verify identity of individual registering student) – Only a Parent or Legal Guardian may register a student. **GUARDIAN PAPERWORK** – only required if you are not the parent as recorded on the student's official birth certificate.
 3. **TWO PROOFS OF RESIDENCY** (You must present these even if you are reassigned)
 - a. Present one = Signed Lease/Mortgage/Property Tax Record/Homestead Exemption
 - b. Present one = Utility Bill/Vehicle Registration/Medical Insurance Statement/Renter's Insurance Statement
 4. **IMMUNIZATION RECORD** - HRS 680 (must be a Florida Shot record on form HRS 680 - can be obtained from Health Dept. or Doctor's office)
 5. **HEALTH CERTIFICATE** – School physical dated within one year
 6. **CURRENT REPORT CARD AND TRANSCRIPT** - This is needed to ensure that your 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 grades 10-12 must also provide a current transcript. Home School students must provide certified grades and/or portfolio reviews of any high school level classes taken.
 7. **STANDARDIZED TEST RESULTS** – students must provide most recent test results
 8. **WITHDRAWAL FORM FROM PREVIOUS SCHOOL** - not required when advancing from another Leon Co. School, however you must provide a **LETTER OF TERMINATION of HOME EDUCATION PROGRAM** if home schooled.
 9. **NAME AND MAILING ADDRESS OF PREVIOUS SCHOOL** - must be provided for all students enrolling.
 10. **STUDENT RESIDENCY QUESTIONNAIRE**

STEP 3: Once all documents have been received and verified, the LCS Office of Admissions will reach out to you to set up a Zoom meeting to complete your registration.

STEP 4: Once registration is completed, reach out to your new school's Admissions Liaison for information regarding the next steps in scheduling and starting school.

Please call the LCS Office of Admissions if you have any questions (850-561-8980)

"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."