

Submitting Proof of Address for 5th and 8th Grade Address Verification

Submitting your Address Verification is easy!

1. If you have NOT submitted proofs via FOCUS Parent Portal the form will populate immediately. *If you have already submitted once please see directions under number 2.*
 - Go to your FOCUS Parent Portal account and follow the steps to fill out the form and upload two proofs of residence.
2. If you HAVE already submitted via FOCUS Parent Portal previously follow the steps below.
 - In FOCUS Parent Portal go to affected student and under the student select “Forms Summary”.
 - Under available forms select “Proof of Address for 5th and 8th grade”. You will need to re-complete but will be able to upload the proofs needed.

The screenshot displays the 'Forms Summary' page in the FOCUS Parent Portal. The page title is 'Forms Summary' with a 'Help' button. The left sidebar contains navigation links: Portal, My Profile, Preferences, Calendar, Forms, Child Info, Class Schedule, Grades, Test History, Attendance, Forms Summary, Grade Changes, Class Requests, Grad Reqs, Absences, and School Choice. The 'Forms Summary' link is highlighted with a red arrow. The main content area is titled 'Available Forms' and contains a message: 'The district has made the following forms available for you to complete as needed to update information.' Below this, there are two sections of available forms for a student (name redacted). The first section lists: FERPA & Internet Permission Form, Health Information Form, Extended Day Enrichment Program Registration Form, STARs Program Agreement, Preferred Name Change, and Proof of Address for 5th and 8th grade. The second section lists: FERPA & Internet Permission Form, Health Information Form, Extended Day Enrichment Program Registration Form, STARs Program Agreement, Preferred Name Change, Proof of Address for 5th and 8th grade, and Available forms for [redacted]. The 'Proof of Address for 5th and 8th grade' form is highlighted with a red arrow. Below the available forms is a section for 'Completed Forms'.

The acceptable Address Verification documents are as follows:

Two proofs of residency (one from each category):

- *Homestead exemption, mortgage deed, current lease, current rental agreement, or property tax record*
- AND**-
- *Current electric bill, or activation notice is acceptable (dated within 30 days), vehicle registration, or government mail. (**Note: drivers' licenses and voter registration cards are not accepted as proof of residency**)*

If you have trouble with this process please feel free to email your documents to lcsadmissions@leonschools.net.

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

Please note: As a 5th or 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.