

# ATTENTION 8<sup>TH</sup> GRADE PARENTS ONLY



Sue Rishell, Principal  
Brandy Tyler-McIntosh, Assistant Principal  
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January 22, 2020

Dear Parents/Guardians of an Eighth Grader:

**In order for your child to participate in the Promotion Ceremony in May all textbooks and library books must be returned, all outstanding balances must be paid, and student's residential address must be verified per Leon County School Board Policy 5120. This policy states *when students are promoted to the next level, from elementary school to middle school or from middle school to high school, the parent/guardian must provide proof of residence as defined herein.***

Though books and balances will be processed towards the end of the school year, it's not too early to verify your child's residential address. Verification required includes two (2) of the following items:

- A. broker's or attorney's statement of parents' purchase of residence, a mortgage statement, or properly executed lease agreement;
- B. current Homestead Exemption card;
- C. current electric deposit payment receipt or electric bill, bottom portion, showing name and service address.

Photocopies of the required documentation will suffice.

The two required proofs of residence may be provided to the school in either of the following ways to the attention of Barbara Howard, Registrar:

- scanned and emailed to [Howardb@leonschools.net](mailto:Howardb@leonschools.net);
- faxed to 414-2659;
- mailed via U.S. Postal Service; or
- delivered in person to the guidance office.

**Please include your child's name and a parent/guardian telephone number should questions arise.**

This information must be submitted to the school by May 1, 2020 in order to assure participation in the Promotion Ceremony and a smooth transition to high school. End-of-year report cards will be mailed only to students whose addresses have been verified through this process.

Please contact Barbara Howard or Tami Carracino at 414-2666, if assistance is needed.

Sincerely,



Sue Rishell  
Principal

*"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."*