

## **Electronically Registering Incoming Students Prior to a Course Scheduling Conference**

If parents want to electronically register their student prior to a course scheduling conference, here are the directions for that process:

In order to enroll online at FHS (**without a paper packet from the school**):

\*go to [duvalschools.org](http://duvalschools.org)

\*click on "parent"

\*click on "How to enroll"

\*click on "Enroll in your attendance area school"

\*scroll to the bottom of the page and click on "**To enroll a student to Duval County Public Schools, click [here](#).**"

\*follow the on-screen directives from there

\***SPECIAL NOTE:** when you get to the end of the enrollment process, the last page will offer you a student ID# verification. Please be sure to either print that last screen or take a picture of it and email it to [innism@duvalschools.org](mailto:innism@duvalschools.org) as completion of process please. It will make our electronic next steps much easier on our end if we can have a copy of this last page.

Please go ahead and forward the latest copy of your student's report card/course history to [archonk1@duvalschools.org](mailto:archonk1@duvalschools.org).

Our 9th grade and our 10-12th grade 2020-2021 scheduling card is online on our FHS website for you to discuss with your student.

When you have emailed us the enrollment confirmation page and the latest grades, then please reach out via email to [archonk1@duvalschools.org](mailto:archonk1@duvalschools.org) with available dates and times that we can meet in-person (following social distancing guidelines), via conference call, or virtually to discuss elective and core class choices.

Once enrolled, I will set you up with your student's School Counselor, assigned by last name, and you can proceed in communication with her regarding any further questions you may have once school begins.

My cell # is listed below for your convenience of texting. Please let me know how I can further assist you during this transitional time.

Very Respectfully,

*Kristin Archon*  
*Assistant Principal of Curriculum/Testing*

Duncan Fletcher High School

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