



# ATLANTIC COAST HIGH SCHOOL REGISTRATION REQUIREMENTS

## FOR STUDENTS CURRENTLY OR EVER PREVIOUSLY ENROLLED IN DCPS

### STOP! PLEASE READ: ONLY A PARENT/LEGAL GUARDIAN MAY ENROLL.

If the student resides with anyone other than a parent & is under 18 years of age, a legal court document stating guardianship or custody must be provided. Notarized statements are not accepted.

**FIRST STEP: Please verify your address is zoned for Atlantic Coast.**

<https://www.myschoollocation.com/duvalcountypublicschools/>

**SECOND STEP: Please gather address documents. Everyone must provide Proof of Residency.**

Proof of residence is based on the parent's address and is required **before** a student is enrolled in his/her properly assigned school. For registration and subsequent enrollment, the parent or legal guardian must submit the following:

**2 (two)** documents from the sources listed in **Column A** (both sources of information must match the address you provide and be current)

**OR**

**1 (one)** document from the sources listed in **Column A and 2 (two)** documents from the sources listed in **Column B** (all sources of information must match the address you provide and be current).

#### Column A:

- **Jacksonville Electric Authority (JEA)** Bill or TECO Bill (must be complete and current)
- **Mortgage Agreement** (or closing statement)
- **Valid Lease Agreement** in total (from a company or \*private individual) \*Private lease agreement must be notarized AND two additional documents from columns B
- **Driver's License** or State ID (must be valid with correct address reflected)

#### Column B:

- Vehicle Registration
- Automobile Insurance
- Credit Card Statement
- Bank Account Statement
- US Postal Service Confirmation of Address Change
- Payroll Statement
- Current **Non-Cellular** Phone Bill

**THIRD STEP: Gather** the following documents:

1. **Birth certificate** or valid evidence of date of birth
2. **Updated Florida Certification of Immunization**, IF NOT IN DCPS SINCE 8th GRADE
3. **Social Security Card\*** requested for testing and Bright Futures Identification

**LAST STEP: Please access and submit the Returning Student Application Form through the FOCUS parent grade portal. FOCUS software info: <https://dcps.duvalschools.org/Page/15745>**

Please have all documents ready for upload prior to starting the application.

**If your student is currently attending any public school in Duval County other than the attendance area or neighborhood school, such as a magnet, charter, homeschool or through a McKay Scholarship, that Special Assignment must FIRST be cancelled through the Office of School Choice at [school\\_choice@duvalschools.org](mailto:school_choice@duvalschools.org) or 904-390-2144 for the upcoming school year. NOT CANCELING WILL DELAY ENROLLMENT.**