



FIRST COAST HIGH SCHOOL REGISTRATION REQUIREMENTS

NEW STUDENTS NOT EVER ENROLLED IN A DUVAL COUNTY PUBLIC SCHOOL

(including preschool, charter or magnet)

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 must be provided. Notarized statements are not accepted.

FIRST STEP: Gather the following residency, personal, health and school documents as listed below as these will need to be uploaded to the application system.

Everyone must provide Proof of Residency as determined by DCPS.

Proof of Residency Requirements:

Proof of residency is required before a student can be enrolled in his/her properly assigned school. For registration and subsequent enrollment, the parent or legal guardian must complete the district's student registration form and submit:

2 (two) documents from the sources listed in **Column A** (both sources of information must match)

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 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:

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

ALL STUDENTS COMING FROM OUT OF COUNTY OR PRIVATE SCHOOL MUST PROVIDE THE FOLLOWING PRIOR TO ENROLLMENT:

1. **Florida Certification of Immunization**, FORM DH680
2. **Florida School Health Entry Exam**, FORM DH3040
3. **Birth Certificate** or valid evidence of date of birth
4. **Social Security Card*** requested for testing identification & Bright Futures Scholarship
5. **Transcripts or Last Report Card**
6. **IEP or 504, if applicable**

SECOND STEP: Complete online application. Please enter or copy and paste this link into your browser: <https://duval.focusschoolsoftware.com/focus/apply/> Please have all documents ready for upload prior to starting the application. Please make note of the confirmation number as this is the student number. Please do not re-start the application process if an error code is received.

THIRD STEP: Email: fchsrecords@duvalschools.org upon completion of application. Include your student's name, student ID number, parent name and contact number, and the school you are transferring from.

Registration Assistance:

fchsrecords@duvalschools.org (904)757-0080 Option 4 then press 6

Guidance Fax: (904) 348-5314