



FIRST 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 First Coast High School.

<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

FOURTH 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 or 904-390-2144 for the upcoming school year. **NOT CANCELING WILL DELAY ENROLLMENT.**

LAST 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