



THE SCHOOL DISTRICT OF LEE COUNTY
Student Enrollment Office
 2855 Colonial Blvd.
 Fort Myers, FL 33966
 Office Fax Lines: 239-335-1417 and 239-335-1428

_____ Student First/Last Name	_____ Date of Birth
_____ Name of Last School Attended	_____ Grade
_____ Address of School	_____ City/ State/ Zip Code
_____ School Phone Number	_____ School Fax Number or Email
_____ Parent/Guardian Name	_____ Parent/Guardian Signature
_____ Address of Parent/Guardian	_____ City/ State/ Zip Code
_____ Phone Number of Parent/Guardian	_____ Date



Please return the documents requested below to the emails or fax numbers indicated on this page. The parent cannot complete registration until these documents are received by our office. Thank you for your prompt attention to this request.

*Send Special Ed Documents to Kristin Sinclair – kristinsi@leeschools.net – Phone (239) 335-1577

**Send School Transcripts to Carol Hauger – carolah@leeschools.net – Phone (239) 335-1571

***Send ALL other documents to _____ – Phone (239) _____

Registration Documents

Special Education Documents *

- ____ Birth Certificate
- ____ Immunizations
- ____ Physical Exam
- ____ Transcripts/ Report Cards**
- ____ Custody Documents (if applicable)

- ____ EP (Education Plan for Gifted)
- ____ IEP (Individual Education Plan)
- ____ BIP (Behavior Intervention Plan)
- ____ Psychological Evaluation
- ____ Initial/ Re-Eval Eligibility or Dismissal Documents

Date of 1st Request _____ Sent By _____
 Date of 2nd Request _____ Sent By _____

Federal Law 99.21 – No parent signature is required for educational records sent to another educational agency.

Personal identifiable information that is disclosed to an institution, agency, organization or individual, etc. may be used by its officers, employees and agents but only for the purpose for which disclosure was made. The disclosed information may not be released to any other party without the prior written consent of the parent of the student or the eligible student.