

STEP-BY-STEP GUIDE · JACKSONVILLE

Jacksonville School Enrollment Guide 2026 (Duval County Public Schools)

Enrollment steps from Pre-K to high school, documents, free VPK, and the Center for Language and Culture for newcomer families.

SHORT ANSWER

New Duval County Public Schools students enroll in person at the Parent Resource Center (4037 Boulevard Center Dr., 904-390-2082) or through the district's online Focus portal. You need a birth certificate or other proof of the child's date of birth, a Florida immunization certification or exemption, a physical exam from the past year, and proof of residence; under Florida law an SSN is not a condition of enrollment. Newcomer families can get enrollment help at the Center for Language and Culture. Voluntary Pre-Kindergarten (VPK) is free for every eligible child through the Early Learning Coalition of Duval.

Step by step

- 1 Learn the enrollment requirements and gather your documents.
- 2 Complete the online new-student application through the Focus portal at duvalschools.org.
- 3 You will receive an email confirmation after submitting.
- 4 Create a linked parent account; Enrollment Support Webinars offer step-by-step guidance.
- 5 For in-person help, go to the Parent Resource Center: 4037 Boulevard Center Dr., Jacksonville, FL 32207, (904) 390-2082, weekdays 8:00 a.m. to 4:00 p.m. Walk-ins are welcome, though waits can be long in summer; appointments are also available.

Document checklist

DOCUMENT	NOTES
☐ Birth certificate or other valid proof of date of birth	Your child's Turkish passport can show the date of birth
☐ Florida Certification of Immunization or exemption (Form DH 680)	Available from the Florida health department or your doctor
☐ Current physical exam	For students never before enrolled in a Florida school, completed within the past year
☐ Proof of residence	A utility bill, pay stub, or vehicle registration are accepted

DOCUMENT	NOTES
☐ Transfer records (if applicable)	A report card or transcript, if transferring from another district

Under Fla. Stat. 1008.386, school districts request a Social Security number at enrollment, but a student is not required to provide one as a condition of enrollment or graduation. The school cannot refuse enrollment because you do not give an SSN; the district uses a state-assigned Florida student identification number, not the SSN, as the student ID.

For newcomer families: the Center for Language and Culture (CLC)

DCPS runs a dedicated center for newcomer and immigrant families: 5354 Betty Ann Ln., Jacksonville, FL 32207, coordinator Joanne Ortiz, (904) 390-2526, ortizj2@duvalschools.org. It gives every newly arrived, non-English-speaking student an initial English-proficiency test, helps with enrollment paperwork (including lunch and transportation registration), provides translations, refers families to VPK and summer programs, shares immunization and health information, and offers an Immigrant Guide in English and Spanish, plus U.S. citizenship test preparation sessions.

Free preschool: VPK

You apply for Voluntary Pre-Kindergarten (VPK) through the Early Learning Coalition of Duval, not the school district. VPK is free for children who live in Florida and turn 4 on or before September 1 of that year. The standard window is January 1 to February 28 each year, and there is a late-enrollment process; parents of children born between February 2 and September 1 may wait a year to start VPK. Create a Family Portal account, apply with proof of Florida residence and the child's age, receive your Certificate of Eligibility by email, and present it to your chosen VPK provider. ELC offices: Southside, 6500 Bowden Road Suite 290; Northside, 2255 Dunn Avenue Bldg. 100 Suite 102. CCR&R phone: 904-208-2044.

Bilingual education and English support

The Home Language Survey completed at registration triggers English-proficiency screening within the first 20 days if a language other than English is spoken at home. Duval County Public Schools has more than 6,600 English Language Learners speaking 36 languages; Spanish is most common, followed by Arabic and then Burmese.

YOUR RIGHTS AS AN IMMIGRANT FAMILY

- An SSN is not a condition of enrollment or graduation (Fla. Stat. 1008.386). The U.S. Constitution, under the Supreme Court's Plyler v. Doe decision, also requires public schools to admit children regardless of immigration status.
- If you are missing proof of address or another document, ask the Parent Resource Center or the CLC before you enroll.
- General enrollment line: (904) 390-2082 · District office: Duval County Public Schools, 1701 Prudential Drive, Jacksonville, FL 32207, (904) 390-2000.



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Attorney responsible for this guide: Asim Clinch, Esq., Clinch Law Firm P.C. Attorney Asim Clinch is a member of the Missouri Bar (No. 76084) and practices U.S. federal immigration law.

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