

√ STUDENT ENROLLMENT CHECKLIST √

Student Registration Locations and Requirements

Student registration will occur in the schools where the child is to be enrolled.

The **legal/custodial parent** must register the student.

The documents listed below are necessary for your child's enrollment in the Williamson County School System. The Student Enrollment Data Form must be presented to the registrar of the zoned school along with the documents listed below at the time of enrollment. **Middle and High School registration requires an appointment with the school in order to schedule your child into classes**

PROOF OF RESIDENCE:

Present one of the following, plus a photo identification of the parent registering the child:

- Utility Bill (electric, gas, water) for last month prior to enrolling
- Settlement Statement
- Signed Lease Agreement
- Non-contingent contract (may require out of zone permission or tuition, if moving from outside Williamson County)
- Property Tax Statement

SOCIAL SECURITY CARD for Student

COPY OF SCHOOL RECORDS (Not Applicable for Kindergarten)

ELEMENTARY/MIDDLE SCHOOL – Report Card and/or Test scores from prior school

HIGH SCHOOL -

Unofficial transcript and test scores, complete address of last school attended, and special education records, if applicable

BIRTH CERTIFICATE (CERTIFIED FOR KINDERGARTEN)

CUSTODY PAPERS, IF APPLICABLE -

The legal residence of a student is defined as the primary domicile of the student's custodial parent(s) or guardian(s). Proof of custody is required in cases of legal custodial or guardianship placements.

TENNESSEE CERTIFICATE OF IMMUNIZATION & HEALTH RECORD

(details page 2)

TENNESSEE CERTIFICATE OF IMMUNIZATION & HEALTH RECORD

DTP-DtaP-DT-TD	4 or more doses , one of which was given on or after the fourth birthday. If starting series at age seven or older, only three doses are required.
Polio (OPV/IPV)	4 doses of OPV or IPV. If the 3 rd dose was given on or after the fourth birthday, the 4 th dose is not required. However, if a combination of PIV/OPV (2IPV/2OPV) is used, all 4 doses are needed regardless of age.
MMR	2 doses , given on or after the first birthday required. The second dose should be administered at least 30 days following the first dose.
Hepatitis B	3 doses , for entrance into kindergarten (effective July 1, 1999) 3 doses , 7 th Grade (effective August 1, 2002)
Varicella or Chicken Pox	Proof of varicella shot or verbal statement of disease (effective August 1, 2002)
Physical Examination	Kindergarten - Must be within a year of entrance Elementary, Middle, and High School - There must be a physical examination in school records. If not, one must be obtained.

If transferring from another Tennessee public school, a copy of the Tennessee Certificate of Immunization must be presented to the school at time of enrollment. If a copy of the form is not available at the time of registration, the state law permits a 30-day waiting period for the original form to be sent from the previous Tennessee public school. If not received after the 30-day period, it will be the responsibility of the parent/legal guardian to obtain a current Tennessee Certificate of Immunization. If transferring from an out-of-state school or a private or parochial school, an original Tennessee Certificate of Immunization form is required at the time of registration. This immunization certificate may be obtained from a private physician or any medical facility, such as the Williamson County Health Department. The Health Department is located next door to the Williamson County Administrative Complex where the Williamson County School Board office is located. Their office hours are 8:00 - 4:30 and their phone number is 615-794-1542.

Transfer Students: For placement purposes, all transfer students should bring, if possible, a copy of the **most recent** standardized test scores available and a copy of their report cards or an unofficial copy of their transcript of high school grades. Transfer students will not be placed in accelerated, honors, or AP courses unless standardized test scores are available to indicate that such placement is appropriate.

Bus Transportation - For information on bus routes and schedules, the Transportation Department may be reached at 472-4950