

## **ADDRESS VERIFICATION**

Parents with first-time students who are to be enrolled in Williamson County are required to have their address verified as the first step in registering their child for school. The Department provides training and consultation to all the schools regarding the management and administration of school attendance.

### Current Resident

- Utility bill (electric, gas or water only) reflecting name and address for last month prior to enrolling, or
- Copy of lease agreement or settlement statement, and
- Photo I.D. (driver's license or passport)
- Property Tax Statement

### Non-Resident Moving Into Williamson County at a Later Date

- Copy of lease agreement or signed valid and non-contingent real estate sales contract and
- Semester tuition fee of \$2,202 (to be reimbursed if move into county prior to end of semester) and
- Photo I.D. (driver's license or passport)

### Parent/Guardian Residing with Legal Williamson County Resident

- Notarized statement from both parent/guardian and legal resident verifying residence at the Williamson County address and
- Documentation verifying proof of Williamson County resident from both the resident as well as the parent/guardian at that address and
- Photo I.D. (driver's license or passport)

## REGISTRATION AT THE SCHOOL

1. The entire registration process takes place at the school
2. Copy of student's social security card
3. School records or address to request transcripts
4. School physical if they are not (or will not be) included in transcripts
5. Tennessee Child Health Record (original if coming in from out of state, private school, or entering Kindergarten or copy if transferring from another TN public school with 30 day grace on receiving the form with transcript)
6. Copy of birth certificate (certified copy if kindergarten)
7. Custody papers if applicable:

*Full Custody:* Full Custody: Copy of custody papers.

*Joint Custody:* Copy of custody papers and notarized statement from both parents stating child resides at least 4 nights per week with parent residing in Williamson County.

*Guardianship or Temporary Custody:* Guardianship or Temporary Custody: Copy of custody papers

*Parents Not Living Together but no Legal Separation:* Treat as if living with either parent – no papers needed Treat as if living with either parent – no papers needed

*Process of Changing Custody:* Process of Changing Custody: Copy of court petition of change request and allow a 30-60 day grace to be handled by the court.

*Exchange Student:* Exchange Student: Form I-20 is required for student to be authorized a student visa.