

Parents with first-time students who are to be enrolled in Williamson County Schools are required to have their address verified as the first step in registering their child for school. The entire registration process takes place at the school.

New Williamson County Resident

PROOF OF RESIDENCE

- Minimum of TWO utility bills (gas or electric and water, or hook-up verification) for last month prior to enrolling, **and**
- Copy of signed Lease Agreement (including renewed lease agreements), signed valid non-contingent real estate sales contract, or signed executed Settlement Statement with supporting documentation, **and**
- Photo I.D. (driver's license or passport).

Current Williamson County Resident

- Minimum of TWO utility bills (gas or electric and water, or hook-up verification) for last month prior to enrolling, **or**
- Copy of signed Lease Agreement (including renewed lease agreements), signed valid non-contingent real estate sales contract, or signed executed Settlement Statement with supporting documentation, **and**
- Photo I.D. (driver's license or passport).

Non-Resident Moving Into Williamson County at a Later Date

- Copy of signed Lease Agreement or signed valid non-contingent real estate sales Contract, **and**
- Semester out of county family tuition rate of \$2,492.50 for the 2008/09 school year (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 a Legal Williamson County Resident

- [Notarized](#) Residence Affidavit (sections A and C) from both parent/guardian and legal resident (must be present at time of registration) verifying residence at the Williamson County address, **and**
- Documentation verifying proof of Williamson County resident from both the resident (stated above), **and**

- Documentation (two required) verifying proof of the parent/guardian residing at that address within ten days of the date of registration. (examples: driver's license, checking account, credit card statement, voter registration, copy of paycheck indicating name at the address used, phone bill, or some type of legal mail), **and**
- Photo I.D. of both the resident and the parent/guardian (driver's license or passport). The **legal/custodial parent** (custody guidelines found below) must register the student. The Student Enrollment Data Form must be presented to the registrar of the zoned school with proof of residence at the time of enrollment. **Middle and High School registration requires an appointment with the school in order to schedule your child's classes.** Additional items required are as follows:

ADDITIONAL REQUIREMENTS

- Copy of certified birth certificate
- School records or address to request transcripts
- Current school physical if it is not (or will not be) included in transcripts
- Tennessee School Immunization Certificate (original green form if coming 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 original form with transcript). Children entering school (K-12) must have the required immunizations listed below or the appropriately documented exemption:

Required Vaccine Doses

DTP/DTaP/DT/Td

Comment

4

One dose must be given after age four. For those starting after age seven, only 3 doses are required.

Polio 4

If the 3rd dose is given after age four, the 4th dose is not required. If a combination of OPV and IPV is used, all 4 doses are needed regardless of age.

Hepatitis B 2 or 3

For Kindergarten entry (3 doses) and seventh grade. (For adolescents, vaccines with either a 2 or 3 dose schedule are available.)

MMR 2 Given after the first birthday. Second dose given at least thirty days after the first.

Varicella (Chickenpox) 1

(For Kindergarten Only) Given after first birthday. Parental or Physician History of disease is acceptable.

Physical Examination Must be within a year of entrance.

If transferring from another Tennessee public school, a copy of the Tennessee School Immunization Certificate 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 School Immunization Certificate. If transferring from an out-of-state school or private or parochial school, an original Tennessee School Immunization Certificate 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.

Custody Guidelines: Custody or court-ordered parenting plan documents are required at the time of registration in cases of legal custodial, shared parenting, or guardianship placements. The legal residence of a student is defined as the domicile of the student's primary residential parent (court order 1999 and after) or the parent with custody (court order prior to 1999).

Full Custody: Copy of legal custody papers.

Guardianship or Temporary Custody: Copy of legal custody papers.

Joint Custody: Copy of legal custody papers including a copy of the Parenting Plan that has been signed by a judge and notarized.

Parents Married Not Living Together but no Legal Separation: School is determined by where the child resides overnight. Parent must reside in Williamson County.

Parents Not Married and Not Living Together: A certified copy of birth certificate showing legality of parent and parent's photo ID is required for enrollment.

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

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

Whereabouts of One Parent Unknown: A certified copy of birth certificate showing legality of parent and parent's photo ID is required for enrollment.

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 and/or School Zone Information: Please visit our WebQuery site found at <http://www.wcs.edu/webquery/> for school zone and bus route information. You may reach our Transportation Department at 472-4950 for additional bus route questions or Susan Parker at 472-4002 for additional school zoning questions.