

Williamson County Schools

STUDENT ENROLLMENT CHECKLIST

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. Middle and High School registration requires an appointment with the school. A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the current year.

NEW OR CURRENT WILLIAMSON COUNTY RESIDENT

- Enrollment Form, **and**
- Copy of signed Lease Agreement (including renewed lease agreements), signed valid non-contingent real estate sales contract, signed executed Settlement Statement, Deed or similar proof of legal residency, **and**
- Minimum of TWO utility bills (gas or electric and water, or connection verification letter) for last month prior to enrolling, **and**
- Photo I.D. (driver's license or passport).

NON-COUNTY RESIDENT MOVING INTO WILLIAMSON COUNTY AT A LATER DATE

- Enrollment Form, **and**
- Copy of signed Lease Agreement or signed valid non-contingent real estate sales contract, **and**
- Semester of out of county family tuition rate to be reimbursed if moving into the county prior to end of semester (contact Planning & Zoning Dept. 615-472-4000), **and**
- Out of Transportation Zone form completed and signed by principal, **and**
- Photo I.D. (driver's license or passport).

PARENT/GUARDIAN RESIDING WITH A LEGAL WILLIAMSON COUNTY RESIDENT

- Enrollment Form, **and**
- Residency Verification Affidavit 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 residency 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: 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).

COPY OF SCHOOL RECORDS

- 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.
- COURT ORDERED PARENTING PLAN INDICATING PRIMARY RESIDENTIAL PARENT, IF APPLICABLE**
- TENNESSEE CERTIFICATE OF IMMUNIZATION & HEALTH RECORD**
- TB SKIN TEST/RESULTS DOCUMENTATION** – only required if enrolling from out of the country
- PHYSICAL EXAMINATION** - Must be within a year of entrance for students entering public school for the first time
- BIRTH CERTIFICATE (CERTIFIED COPY)**
- MIGRANT OCCUPATIONAL SURVEY** - Yeses must be sent to Laurette Carle at Central Office
- HOME LANGUAGE SURVEY** - Included on the Enrollment Form
- MCKINNEY-VENTO QUESTIONNAIRE**
- STUDENT INTERNET USE FORM & STUDENT MEDIA RELEASE FORM**
- BUS STOP REQUEST FORM**