

WHAT IS NEEDED FOR ENROLLMENT?

If enrolling from another Knox County School, we need to have the withdrawal form with grades, transcript, schedule, proof of custody, and proof of address. Only the custodial parent or legal guardian can enroll a student and they must live in our zone. A step-parent may not enroll or withdraw a student.

Students coming from private schools, other school districts, or out of state must provide the following:

_____ Proof of Address – KUB Bill or Signed Lease in Custodial Parent’s Name. KUB receipts are not acceptable.

_____ Proof of Custody or Legal Guardianship (Court Document Only) – Notarized letters are not acceptable. All custody papers must be signed, dated, and stamped by the Court. Petitions for Guardianship, signed Guardianship Papers, and Power of Attorney must be taken to Mr. Hartsell’s office for approval first. His office is on the first floor of the Andrew Johnson Bldg. on the corner of Gay and Hill. His phone No. is 594-1502.

_____ Birth Certificate – (A legible copy is acceptable.)

_____ Social Security Card – (A legible copy is acceptable.)

_____ Shot Record – You must go to the Health Department and get your shots transferred to the new Tennessee Department of Health Certificate of Immunization form.

_____ Proof of Physical – You have 30 days after enrollment to get a physical and bring a copy to school. If enrolling during the summer, we must have it before school starts.

_____ Withdrawal Form with Grades – From Previous School. You must withdraw first.

_____ Transcript and Test Scores – Showing Credits Earned. If from TN, TCAP/EOC scores.

_____ If in 9th Grade, Test Scores and Final Grades – From previous three years.

_____ Honors Classes – All honors classes need teacher recommendation.

IF IN STATE’S CUSTODY: DCS must provide an Education Passport which should include all of the above-mentioned items. DCS must also provide a letter stating who the Foster Family is and their proof of address (KUB or Lease in their name).