



Bearden High School Counseling Department
8352 Kingston Pike Knoxville, TN 37919
Phone: 865-539-7800 Fax: 865-470-2119

DOCUMENTS REQUIRED FOR ENROLLMENT

- **New Student Enrollment Forms (included in packet)**
 - KCS New Student Enrollment Forms (Enrollment Form, Medical Profile, Proof of Residency Form, Guardianship Form)
 - Records Request
 - Home Language Survey
 - Special Education Services Available Through Knox County Schools Form
 - New Student Course Selection Form
- **Proof of Residence**

Current utility bill (gas, water, or electric bill) OR a lease agreement or property deed in the legal guardian's name.
- **Proof of Birth**

Birth Certificate or Passport
- **Proof of Custody/Guardianship**

If the student lives with anyone other than both natural parents listed on the birth certificate, a copy of final legal documents (divorce decree, parenting plan, court documentation) that indicates who has primary residential custody of the student must be provided.
- **Immunization Records**

Provide the Tennessee Department of Health Certificate of Immunization (form PH-4103). This form must be obtained directly from the Knox County Health Department or your healthcare provider. Information is provided in the enrollment packet.
- **Recent Physical Examination**

At the time of enrollment or within 30 days of enrollment, you must provide proof of a recent physical examination that has been completed within the last twelve months.
- **Withdrawal documents from the last school attended**

Student withdrawal form that includes transfer grades
Unofficial transcript
Attendance and discipline records
For Summer enrollments, please provide a copy of the last report card and the planned schedule.
NOTE: Bearden HS will request official copies of all records once the student is enrolled.

Complete enrollment packets must be submitted in person by the student's custodial parent or guardian.

School Counseling Office hours are:
Aug - June 1st: 8:00 a.m. - 3:45 p.m.
June - July: Wednesdays 9:00 a.m. - noon

