

## **Students Enrolling at Karns High School Must Present:**

- 1. Health Record:**
  - a. Students enrolling in Knox County Schools must present an **Official Tennessee Immunization Certificate**. The Knox County Health Department will transfer out of state immunization records onto the Official Tennessee Immunization Certificate free of charge. (West Clinic – 1028 Old Cedar Bluff Road- Phone 865-215-5950 – Check hours of operation). **Note\*\*effective July 1, 2010\*\*Varicella (chickenpox) vaccine: 2 doses of vaccine or proof of having had the disease.**
  - b. **Proof of physical exam** (New exam or documentation of one from a previous school year) due within 30 days of enrollment.
  
- 2. Proof of Residence:** You must present proof of your actual residence in Karns' zone by presenting one of the following:
  - a. Electric Bill
  - b. Rental or Lease Contract or Final Sales Contract
  - c. House Deed
  - d. Welfare Benefit Check
  
- 3. Guardianship:** No documentation needed if child lives with both natural parents. However, most other arrangements will need documentation if:
  - a. Child lives with a divorced parent who was originally assigned custody, attach a copy.
  - b. Child lives with court appointed guardian(s), attach a copy. (Juvenile Court, 865-215-6400).
  - c. Child lives with recently changed custodial parent or joint custodial parents, attach letter of approval from Mr. Hartsell's office (Knox Co. Schools – phone 865-594-1506).
  
- 4. Student's Social Security Card**
  
- 5. Birth Certificate**
  
- 6. For Proper Placement of Student, Also Bring:**
  - a. Standardized Test Scores
  - b. Transcript of Grades from previous school(s)
  - c. Withdrawal Sheet from previous school if enrolling during the school year
  - d. If currently receiving special services: latest IEP, psychological, and/or M-Team report.
  - e. If previously enrolled in a Tennessee school, bring record of AYP/EOC Scores