



# Sumner County Board of Education

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## Sumner County Schools Student Enrollment Checklist

### New or Current Sumner County Resident

REQUIRED documents for enrollment...

- Parent/Guardian Photo Identification:

Driver's License/state issued ID	May use passport, passport card
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- Student Information:

Certified Birth Certificate of Student	Mother's copy of birth certificate not accepted
Tennessee Certificate of Immunization Record	If not immunized in Tennessee, immunization record MUST be transferred to a Tennessee form. Religious Exemption must be submitted in writing. Medical Exemption must be submitted on physician letterhead.
Physical exam (if applicable)	Completed for Kindergarten registration and out of state move ins.

- Proof of Residency: must submit **(2) two** of the following options: (documents should be dated within 30 days of enrollment)

Copy of signed Lease Agreement	Students should be on lease
Mortgage Statement	Must provide 2 utility bills with a mortgage statement
Electric bill	
Water bill	
Gas bill	
Cable	

Items not accepted: cell phone bill, bank/credit card statements, handwritten agreements

- Additional items that may be requested upon enrollment:

Proof of Custody/Guardianship	*Custody or court ordered parenting plan documents must be provided at the time of registration in cases of legal custodian, shared parenting, or guardianship placements.
Residency Affidavit	Completed when the custodial/residential parent DOES NOT have a lease or ownership of the residence. Must be notarized.

\*If a parenting plan is in place, the primary residential parent must register the student in their school of zone.

Board of Education Members

Sarah Andrews Alice Bachman Tim Brewer Patricia Brown Andy Daniels Jeff Duncan Glen Gregory Betsy Hawkins Tammy Hayes Ted Wise David Wilkerson



Book	Board Policy Manual
Section	Section 6
Title	School Admission
Code	6.203
Status	Active
Adopted	December 5, 1989
Last Revised	January 18, 2022

A. Any student entering school for the first time must present:

1. An official birth certificate of date of birth at the time of registration; (See TCA 49-6-5106). The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law.
2. Evidence of a current medical examination. (See TRR/MS 0520-1-3-.08(2)(a)) There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in TCA 49-6-5001.
4. If the person enrolling the child, cannot after being given a reasonable amount of time, provide a birth certificate of any sort or documents granting custody, the matter shall be referred to the Attendance Department to insure that the person presenting the child is in-fact a parent of or legal guardian of the child. No child shall be deprived of an education while such matters are resolved.

B. A child must reside in Sumner County with a primary residential custodial parent or residential guardian to attend Sumner County Schools, as designated in the parenting plan. Parents must notify the school principal if the child ceases to reside in Sumner County.

C. A photo ID is requested to identify the parent/guardian enrolling a child.

D. At least two (2) documents establishing proof of residence are required:

1. Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)

2. Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)

Sumner County School District shall allow any physically present student to register and begin classes with the understanding all of the above requirements must be completed and filed with the school within three (3) school days. At the end of the school day on the third (3rd) day, if the required documentation has not been turned into the school administrative office, the Attendance Department will be notified to check for proof of residency. The Attendance Department shall investigate and determine further action based on results.

A Truant Officer may verify a student's residency at any time during the school year. During any such investigation, the child shall continue to attend school.

When it can be determined that a child is not residing in Sumner County and the parent has obtained educational services by fraud or deceit including the filing of false documents, the Director of Schools shall examine the proof and determine whether the matter should be referred to the District Attorney General for prosecution and/or the the school attorney for a civil suit for the tuition due from out-of-county students.

### **Request for Attendance**

Any Sumner County School Student or transfer who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review. Any Sumner County School student or transfer that is being released from a Secure Correctional facility or is returning to public school following extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review before enrolling in school of zone.

Examples (not inclusive list):

Felony Charge

Felony Conviction

Release from secured correctional facility

Release form extensive in-patient/ residential treatment facility

Options for School Assignment:

Assignment to school of zone

Assignment to Alternative School for completion of Program

Assignment in Alternative School for a transition program to be reviewed by the alternative school committee to determine school assignment

Student's with an IEP will have services matched as closely as possible to previous services.

Legal	TCA 36-6-410
	TRR/MS 0520-1-3-.08(2)(a)
	TCA 49-6-5001(c)
	TCA 49-6-5106