



Sumner County Board of Education

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Director of Schools

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Sumner County Schools Student Enrollment Checklist

New or Current Sumner County Resident

REQUIRED documents for enrollment...

- Parent/Guardian Photo Identification:

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

| | |
|--|---|
| Certified Birth Certificate of Student | <i>Mother's copy of birth certificate not accepted</i> |
| Tennessee Certificate of Immunization Record | <i>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.</i> |
| Physical exam (if applicable) | <i>Completed for Kindergarten registration and out of state move ins.</i> |

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

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|--------------------------------|---|
| Copy of signed Lease Agreement | <i>Students should be on lease</i> |
| Mortgage Statement | <i>Must provide 2 utility bills with a mortgage statement</i> |
| 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 | <i>*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.</i> |
| Residency Affidavit | <i>Completed when the custodial/residential parent DOES NOT have a lease or ownership of the residence. Must be notarized.</i> |

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

Board of Education Members

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