



Sumner County Board of Education

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From the Attendance Dept.

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 name on the 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

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