


Returning Student Registration Checklist

Please complete the checklist below BEFORE registration!
Be sure to bring your documents already filled out.

- Log in to  and click on your student's profile and register each student in your family for the 21-22 school year.
- Complete the Registration Card
- Complete the Student Residency Questionnaire
- Complete the Student Health Information Form
- Complete the Medication Administration Protocol Form
- Two proofs of residency dated June/July

Nannie Berry Elem. SYR 2021-2022

Student Name _____ Last _____ First _____ Middle _____ Preferred Name _____ Date _____ Grade _____

Birthdate _____ Last _____ Age _____ Gender _____ City of Birth _____ County of Birth _____ State of Birth _____ Country of Birth _____

Race: _____ White _____ American Indian _____ Asian _____ Black/African American _____ Pacific Islander/Native Hawaiian Check all that apply

Ethnicity: _____ Hispanic _____ Not Hispanic Circle Child's t-shirt size: YXS YS YM YL YXL Adult S Adult M Adult L (for fieldtrip t-shirts)

List sibling(s) currently attending the SCS: 1) _____ 2) _____ 3) _____ 4) _____

School Last Attended _____ Address _____ Phone _____ Dates _____

Custody: Mother _____ Father _____ Both _____ Other _____ Custody Papers On File In Office? Y or N _____ Non Custodial Parent May Pick Child Up From School? Y or N _____

Visitation Restrictions: _____ Non Custodial Parent May Attend School Functions and Join Child For Lunch? Y or N _____

Please List Any Person(s) Your Child Should NEVER Be Allowed Contact With. You Must Provide A Valid No-Contact Order For Us To Deny Contact With A Non-Custodial Parent.

Name _____ Relationship _____
Name _____ Relationship _____

Father/Guardian _____ Mother/Guardian _____

Address _____ Address _____

Primary Phone _____ Secondary _____ Primary Phone _____ Secondary _____

Employer _____ Work Phone _____ Employer _____ Work Phone _____

Email _____ Email _____

Primary Residential Parent Child Lives At This Address Primary Residential Parent Child Lives At This Address

List Persons (over 18) who Have Permission To Sign Out & Transport Your Child if You Cannot Be Reached. Parents Are Required To Notify The School Office In Writing If Any Pick Up Information Changes.

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

I affirm that all information given is complete and accurate, and that the home address provided is the legal residence of the student and the student's primary custodian. I understand that the student's assignment to a school is based on the legal residence of the primary custodian.

Parent or Guardian Signature _____ Date _____

Bus Rider: AM / PM / BOTH Bus # _____ Car Rider: AM / PM / BOTH Walker: AM/PM/BOTH

Daycare: _____ AM / PM / BOTH Berry Patch: AM / PM / BOTH Does your child have an IEP? Yes No
Does your child have a 504 Plan? Yes No

Student Name _____

Last, First & Middle

STUDENT RESIDENCY QUESTIONNAIRE



The information requested on this form fulfills one requirement of the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as the Title X, Part C, of the No Child Left Behind Act. The answers you give will help determine the services your student may be eligible to receive. No student(s) will be discriminated against based upon any of this confidential information provided.

School: _____ Grade: _____ Date of Birth: _____ Age: _____

Gender: M or F Ethnicity: _____ Parent/Guardian Name: _____

Phone Number: _____ Current Street Address: _____

Today's Date: _____ City, State, Zip _____

Complete Section A... **IF** you are living in a **TEMPORARY RESIDENCE**. If you have a **PERMANENT** residence (such as a house, an apartment, or a condo), please **only** complete Section C below.

Section A.

1. Is the student living in a temporary place such as: motel/hotel, car, camper, emergency shelter, friend's house, relative's house? YES _____ NO _____
2. Was the student forced into a temporary place due to loss of housing from eviction, foreclosure, financial hardship, domestic violence, fire or natural disaster, death or incarceration of parent/guardian, or other crisis situation? YES _____ NO _____

If either question above is answered Yes, please explain further: _____

If you answered Yes to **BOTH QUESTIONS** in Section A, please complete Section B below. Otherwise, you may skip to Section C below and sign the form.

Section B. Please check the box that best describes where the student is presently living:

- In the home/apartment of a friend or relative (sharing someone else's home because you have nowhere else to live)
- In a shelter or transitional housing program (examples: family shelter, domestic violence shelter, youth shelter, etc.)
- In a hotel or motel because of economic hardship, eviction, foreclosure, fire, lack of deposits for permanent housing, etc.
- In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or at another unsheltered location
- Moving from place to place

Check the box that best describes with whom the student resides. (Please note: legal guardianship may be granted only by a court; students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.)

Parent(s) Legal Guardian(s) Caregiver(s) who are not legal guardian(s) (example: relatives, friends, parent of friends, etc.)

Other, please specify: _____

Is this student awaiting foster care placement? If so, please explain: _____

Please list all student(s) and their age(s) of this family under your care: _____

Section C. I understand that the information provided above is correct, true and current. I also understand that enrolling a child in a Tennessee public school under false pretense is punishable by law.

Signature of Parent/Guardian or Other Person completing form

Relationship to Student

Date

S.I.T. -- Students In Transition: If both sections A & B are completed, proceed with completion of the Enrollment FORMS and enroll the student even if documents normally required for enrollment are not available. Then, file all completed forms and send the requested files to Melanie Webster or Kecia Ray by fax 615-451-5437 with notification so we can be on the lookout

SUMNER COUNTY SCHOOLS STUDENT HEALTH INFORMATION FORM School Year 2021-22

Dear Parents/Guardians: Please complete the following information, **FRONT & BACK**, and return it as soon as possible. This information will only be shared with the necessary school personnel to maintain and promote the student's health/wellbeing.

Student Name: _____ Sex: Male / Female Date of Birth: _____
 School: _____ Grade: _____ Homeroom or 1st Period Teacher: _____
 School attended last year: _____
 Student is a: Bus rider ____ (Bus number-AM ____ PM ____) Car rider ____ Drives ____ Other ____

Parents/guardians are responsible for providing ALL medications, including over-the-counter (OTC) medicines, for their children. All medications must be delivered to the school in person by the parent, guardian, or parent/guardian's adult designee.

Check and explain in space below if your child, CURRENTLY or IN THE LAST 2 YEARS ONLY, has had any of the following conditions:

Disease/Condition	Yes	No	Please explain/elaborate here:
Diabetes			If yes, Type I or Type II? (please circle) Any medications?
Heart Problems			
Significant Kidney or Urinary Problems			
Asthma (in last 2 years)			Is a rescue inhaler used? Y / N Other medications?
Psychological Concerns			If yes, please list current medications:
Stomach/Intestinal Problems			
Seizure Disorder			Type: _____ Date of last seizure: _____ Medications: _____
			Is Diastat prescribed? Y / N Has it ever been given? Y / N Date last given: _____
Life-Threatening Allergies			To what? _____
			Is an EpiPen® prescribed? Y / N Has it ever been used? Y / N Date last used: _____
			Is Benadryl given with the EpiPen®? Y / N
List All Other Known Allergies (i.e. Meds, Foods, Nuts, Bee Stings, etc.):			
Other Significant Health Concerns:			

Does your child have a physical or mental impairment that significantly limits one or more major life activities? Y / N If Yes, please explain: _____

Does your child take medication regularly, not listed above? Y / N If Yes, what? _____

Student's primary doctor: _____ Phone: _____

Student's Specialist (if applicable): _____ Phone: _____

Your signature is an informed consent to share health history information with school staff on a need-to-know basis for emergency plans & health plans. Student health information, within the school setting, is limited to the information necessary to serve the student's education and health interests. Your signature gives the school nurse permission to communicate with your student's health care provider(s) regarding health concerns.

Parent/Guardian Name: _____ Signature: _____ Date: _____

Home Phone: _____ Cell: _____ Work/Ext: _____

Parent e-mail address(es): _____

STUDENT'S NAME: _____

SUMNER COUNTY SCHOOLS
MEDICATION ADMINISTRATION PROTOCOL

NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL WITH YOUR CHILD. Only medications required to maintain student's attendance will be given. All students must have prescription and non-prescription forms completed before the school can administer medication to the student. **Over the counter/non-prescription medications will be given according to package directions only**, unless accompanied by a physician's order with alternate directions. All prescription medications require physician and parent signature. The pharmacy label **MUST** match the physician's written order. Non-prescription medications require a parent's signature only and must be sent in a sealed, unopened bottle. **No Ziploc baggies, unlabeled bottles, or expired medications will be accepted.**

Please note; alternative medicines and/or treatments such as herbal supplements, homeopathic medicines, vitamins, salves, nutritional supplements, essential oils and any other products that are not regulated by the FDA, will not be administered at school. The actions and potential side effects of these products are not readily available to health care providers and cannot be safely administered by school staff.

- ◆ Morning & "1-time a day" medications should be given at home. This includes over-the-counter medications such as Advil & Tylenol.
- ◆ Antibiotics ordered **less than 4 times a day** will not be given during school hours.
- ◆ Narcotics will not routinely be given during school hours.
- ◆ A new medication form must be completed **each school year**. This includes insulin and emergency medication orders.
- ◆ Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor's order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody's Powder, Pepto-Bismol, etc.). If you are not certain if a product contains aspirin, please check the list of active ingredients for "**salicylate**" or "**salicylic acid**" or consult your pharmacist. If these products must be given during school hours it will require a physician's order.
- ◆ Any changes in medication must be accompanied by a new form, with the changes noted, and signed by the physician. This includes discontinuing a daily medication.
- ◆ All unused medication will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, or the medication being discontinued **the medication will be discarded**. No medication will be stored over the summer; **medications left at the end of the school year will be discarded after dismissal on the last full day of instruction.**
- ◆ **No student should ever transport or possess medications on school property, aside from emergency medications permitted by state law & physician order (i.e. EpiPen, rescue inhaler, Glucagon, CF enzymes).**

I have read and understand the above information and I am aware that my child will not receive medications at school unless my designee or I bring it in. I understand that I will be notified to come to school to sign for any medication that is not brought in correctly.

Parent / Guardian Signature

Date

PARENT/GUARDIAN PLEASE COMPLETE BOTH SIDES OF THIS FORM

Nurse/Staff Notes Only: _____

