



# Student Registration Cover Sheet

Student Last Name: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Enrolling Grade: \_\_\_\_\_

Only the documented parent/legal guardian may enroll the student. Accepted documentation includes birth certificate, court ordered custody arrangement, Power of Attorney (requires approval), or DCS Education Passport.

### If the student is transferring from another MNPS school (excluding Pre-K)...

***You Must Have With You Today:***

- \_\_\_\_\_ **Proof of Residence** Current Utility Bill or Lease/Mortgage Document in the Parent/Guardian's name **\*\*HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED\*\***
- \_\_\_\_\_ **Parent/Guardian Photo ID**

### If the student is transferring from another TN School...

***You Must Have With You Today:***

- \_\_\_\_\_ **Proof of Residence** Current Utility Bill or Lease/Mortgage Document in the Parent/Guardian's name **\*\*HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED\*\***
- \_\_\_\_\_ **Parent/Guardian Photo ID**
- \_\_\_\_\_ **Birth Certificate/Verification**
- \_\_\_\_\_ **Current Immunizations on a TN state form** (due within 30 days)
- \_\_\_\_\_ **Physical Exam Record** within last 12 months from any US state (due within 30 days)

### If the student is enrolling in Kindergarten or transferring from Out of State /Out of Country...

***You Must Have With You Today:***

- \_\_\_\_\_ **Proof of Residence** Current Utility Bill or Lease/Mortgage Document in the Parent/Guardian's name **\*\*HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED\*\***
- \_\_\_\_\_ **Parent/Guardian Photo ID**
- \_\_\_\_\_ **Birth Certificate/Verification**
- \_\_\_\_\_ **Current Immunizations on a TN state form**
- \_\_\_\_\_ **Physical Exam Record** within last 12 months from any US state

**\*\* High School grade level may be adjusted following the receipt of student record and principal conference\*\***