



Students Transferring to and Within CMCSS from any Other U.S. School

If student is transferring within CMCSS, enroll student and request cumulative folder from transferring school. When the cumulative folder is received, check documentation. If any of the required documentation is missing, send the required documents letter (INS-F119a) to the parent/guardian.

Student's Name: _____ Date: _____

School: _____

Parent/Guardian Photo ID Verified ☐

Received at Registration

Yes___ No___ **Student's birth certificate or other proof of date of birth**

State law requires that a copy of a student's birth certificate be in their cumulative folder. Schools may accept other proof of date of birth for registration, but the parent/guardian must provide a copy of the child's birth certificate.

Yes___ No___ **Student's Tennessee Immunization Record** (*no grace period Pre-K*)

By State Law the Immunization Record will only be accepted if on an official Tennessee Certificate of Immunization. A Tennessee health care provider or the Montgomery County Health Department can complete this certificate.

Yes___ N/A___ **Proof of Custody or Power of Attorney for Care of a Minor Child Form** (if applicable)

The custodial parent must enroll student. If someone other than custodial parent is enrolling child, Power of Attorney form (available online at: <http://www.cmcss.net/documents/pdf/powerofattorney.pdf> or proof of guardianship documentation must be provided.

Yes___ No___ **Physical Exam** (*no grace period Pre-K*)

It is recommended that every child that is entering CMCSS for the first time provide evidence of a physical examination within one calendar year.

Yes___ No___ **Last Report Card/Transcript or Withdrawal Form**

Required if transferring from another district

Yes___ No___ **Proof of Accredited Kindergarten Program**

Children entering first grade must show proof of attendance in an accredited kindergarten program.

Yes___ No___ **Two Proofs of Residence.**

These must be provided at time of registration for any student. Examples may include water bill, electric bill, lease agreement, or other residence proof. The school may request other residency information.

I understand that I must provide the needed items above to the school by _____.

Parent/Guardian Signature: _____ Date: _____

CMCSS Employee Signature: _____ Date: _____

Note: According to the Tennessee Department of Education, children entering kindergarten must be five (5) years of age on or before August 15th.