

To Parent/Guardian of: \_\_\_\_\_

The State of Tennessee requires certain documents be provided at the time of registration and enrollment. In reviewing the records for your child, it appears the school is missing some information.

**Please provide the information marked below by (date) \_\_\_\_\_  
or your child may not be allowed to return to school.**

**Registration Information**

- ☐ **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.
  
- ☐ **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: <https://www.cmcss.net/wp-content/uploads/2018/06/powerofattorney.pdf> or proof of guardianship documentation must be provided.
  
- ☐ **Student's Tennessee Immunization Record**  
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.
  
- ☐ **6<sup>th</sup> Grade Proof of Residence**  
Due to the continued growth of our community, most of our schools are reaching, or are over, capacity. To ensure students are correctly enrolled at their zoned school, parents/guardians of all incoming 6th graders must provide two proofs of residence. These must be turned in to your child's zoned middle school within the first 30 days of school. For a list of accepted proofs of residence, please visit <https://www.cmcss.net/registration>.

**Other Information**

- ☐ **Last Report Card/Transcript or Withdrawal Form** -Required if transferring from another district
  
- ☐ **Proof of Accredited Kindergarten Program** Children entering first grade must show proof of attendance in an accredited kindergarten program.

Thank you for your cooperation.