



Enrollment Requirements

First Time Enrollment in Public School

The State of Tennessee requires a Tennessee Immunization Certificate be provided at the time of first-time enrollment in a Tennessee school.

☐ **Parent/Guardian Photo ID Verified**

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: <http://www.cmcss.net/documents/pdf/powerofattorney.pdf> or proof of guardianship documentation must be provided.

☐ **Two Proofs of Residence**

Examples may include water bill, electric bill, lease agreement, or other residency proof. The school may request other residency information.

☐ **Physical Exam** *(no grace period for Pre-K)*

Every child entering Pre-K must provide evidence of a physical examination upon registration. It is recommended that every child that is entering CMCSS for the first time provide evidence of a physical examination. Out-of-state physicals are acceptable. See the Health Services page for more information.

☐ **Student's Tennessee Immunization Record** *(no grace period for Pre-K to K)*

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.

☐ **Foreign-born Children**

Foreign-born children may require proof of a negative Tuberculosis (TB) screening prior to school entry. Please see Admissions Policy, HEA-A010 for more information: <https://employees.cmcss.net/misc/ViewISO?filename=HEA-A010.PDF>

CMCSS Employee Signature: _____ Date: _____

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