

Shelby County Schools

Admission & Enrollment Policies

Students eligible to attend Shelby County Schools:

Federal Court orders prohibit the enrollment of any child in Shelby County Schools unless they are living with a parent/legal guardian who resides in the area served by the Shelby County school system. **Proof of official residence will be required at registration and will be checked randomly as well as when there is a reasonable question regarding the location of the current residence.**

Proof of Residence: The parent/guardian of every student will be required to provide 2 of the following items showing the parent/guardian's name and address, to prove residency:

1. Current Memphis Light Gas and Water bill or turn on receipt (Cut off notices not acceptable)
2. **Plus** Mortgage information or a current Rental Contract (within 30 days)

Acceptable items: Sale Contract (contingency agreements not accepted), Real Estate Tax receipt, Mortgage information, Rental Contract, or Military Letter of Assignment.

** If the parent/guardian resides in the DMS district with another individual, a “Notarized Letter From” must be submitted in addition to the items listed above.

Custody Issues: Only the residence of the parent with legal custody may be used for the registration. (T.C.A.β49-6-3103) In cases where parents have joint custody, only the address of the parent with physical custody of the student or named as the primary custodian or designated primary responsibility to determine educational issues may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider as the custodial parent. The non-custodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A.β49-6-902 or T.C.A.β36-6-104.

Immunization: All students must have a current *Permanent/Temporary Certificate of Immunization or a Tennessee Child Health Record to attend public schools in Tennessee.*

Forms may be obtained from any health care professional. Students transferring from an out-of-state or non-public school in Tennessee have thirty (30) calendar days after enrollment to provide this certificate. The immunization certificate should be sent with a student's records when the student is transferring from a Tennessee public school. If any corrections or additions need to be made on the certificate after it arrives, the parents have ten (10) school days to update the records.

NOTE: Beginning with the 2002-2003 school year, all students will be required to have two (2) doses of MMR.

All kindergarten, 1st grade, 2nd grade, 7th grade, 8th grade 9th grade students will be required to have three (3) Hepatitis B shots for the 2004-2005 school year.

This information is posted on the Shelby County and DMS Website.

