

**Shelby County Schools
2009 – 2010 Registration
Tuesday, August 4, 2009**

Elementary and Middle School Registration

7:30 a.m. - 12:00 (morning)

4:00 p.m. - 7:00 p.m. (afternoon)

Self-Contained Special Education

Students in self-contained Special Education classes will register on August 10, 2009, the first full day of school, and do not need to be present on August 4, 2009. Parents are encouraged to contact the school and speak with the Special Education Secretary to confirm enrollment prior to the first day of class.

Students eligible to attend Shelby County Schools:

Residence: Pupils are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. 49-6-3001). Educational services will be provided for homeless students in accordance with local, state and federal guidelines (NCLB).

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.**

Custody Issues: Only the residence of the parent with legal custody may be used for the registration. (T.C.A. 49-6-3103) 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. 49-6-902 or T.C.A. 36-6-104.

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.

Items Needed at Registration

***Proof of Residence** - At registration everyone needs to provide 2 of the following 5 items, showing the parent/guardian's name and address to prove residence: Sale contract (contingency agreements not accepted); Real Estate Tax receipt; Mortgage Information; Current Memphis Light Gas and Water bill or turn-on receipt or municipality water bill; Lease / Rental Contract (Naval personnel living on the base only have to provide their housing letter.)

Immunization Records

Kindergarten through 12th grade students must have the Tennessee Child Health Record showing all required immunizations. Kindergarten through 12th grades must have two (2) doses of MMR. All Kindergarten and 7th grade students must have proof of Hepatitis B immunization. All kindergarten students have to have proof of chickenpox immunization. Kindergarten students entering a Tennessee public school for the first time must have proof of a physical exam that is included on the Tennessee Child Health Record.

New Student Registration - Students who have previously enrolled in another school system in Tennessee may enroll pending receipt of their academic and health records. Students transferring into the system from out of state or from a non-public school must provide a PERMANENT Tennessee Child Health Record or an up-to-date TEMPORARY Certificate that includes a physical exam. The following documents are required:

- *1. **Proof of Residence** - Same as above. Proof of residence is required of all students at registration and may be required of any student during the school year.
2. **Social Security Number** - bring student's Social Security Card. (T.C.A. 49-6-5102)
3. **Tennessee Child Health Record** - Tennessee Child Health Record or the Temporary Certificate of Immunization-contact the school for additional information.
4. **Kindergarten Students** must be 5 years old on or before September 30, 2007, and the following items must be provided:
 - A. Certified copy of Birth Certificate.
 - B. Proof of recent medical examination-(within last 6 months).
 - C. Tennessee Child Health Record or the Temporary Certificate of Immunization with proof of a physical exam..
 - D. Social Security Number

Shelby County Schools (SCS) offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability. SCS adheres to the provisions of the Family Education Rights and Privacy Act (FERPA).

For more information, visit our web site at: www.scsk12.org

