

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 06/20/13
		Rescinded:	Revised: 05/11/23

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination.¹ There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record;
3. Evidence of state-required immunization;²
4. Proof of residence;
5. In the case of a child not living with both parents:
 - a. If the child lives with a divorced parent, a copy of the parenting plan; or
 - b. If the child lives with a custodian or guardian, a copy of an appropriate court order; or
 - c. If the child lives with an appointed caregiver, a properly executed power of attorney setting forth some extreme hardship that renders the parent or guardian unable to care for the child; provided that the school administration shall have the authority to inquire into the validity of the hardship and the residence of the caregiver; and further provided that the Superintendent of Schools or his designee shall have final authority to determine the validity of any power of attorney.

Students will be enrolled in the name that appears on their birth certificate or certificate of birth by adoption if the adoption occurs prior to student's school registration. Name changes due to marriage or court order will be entered on the student's record upon receipt of appropriate documents.⁴ If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.⁵

A student may transfer into the school system at any time during the year if his/her parent(s) caregiver or legal guardian moves his/her residence into the school district. Students may be disenrolled if the parent/caregiver/guardian gives a false address.

Unless a student enrolls in a school of choice, e.g., magnet school, open enrollment school, or charter school, the student will be assigned to the appropriate school based upon the Board of Education's zoning plan and the actual residence of the student's custodial parent, caregiver, or legal guardian. If the student's parents, caregiver, or guardians have joint custody or some other arrangement whereby the student occupies more than one residence during the course of a month, then the student will be assigned to a school based upon the residence where the student spends most of the school nights during any given month. In the case of a hardship, the parent, caregiver, or guardian may appeal the assignment to the

1 Superintendent of Schools or his designee whose decision shall be final. In the case of a child who
2 spends an equal number of school nights with each parent, the parents shall designate which residence
3 shall be used for purposes of determining school assignment.

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5 When a student enrolls in a school of choice, that student commits to attending that school for the entire
6 school year. Absent unusual circumstances, the student may not withdraw from a school of choice before
7 the end of the school year and enroll back into his or her zoned school. In the case of a hardship, the
8 parents, caregiver, or guardians may ask the Superintendent of Schools or his/her designee to waive this
9 policy. The Superintendent's decision shall be final.

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11 Parents of students who enter school who have been judged delinquent for an offense involving
12 murder, rape, robbery, kidnapping, aggravated assault, reckless endangerment, or aggravated sexual
13 battery in Tennessee or any other state shall notify the principal in writing. Parents of students who
14 enter school who have been judged delinquent for an offense involving voluntary manslaughter,
15 criminally negligent homicide, sexual battery by an authority figure, statutory rape by an authority
16 figure, prohibited weapon, unlawful carrying or possession of a firearm, carrying weapons on school
17 property, carrying weapons on public recreational buildings and grounds. handgun possession or
18 providing handguns to juveniles in Tennessee shall notify the principal in writing. This information
19 shall be shared only with school employees who have responsibility for classroom instruction of the
20 student. Such information is otherwise confidential and shall not be released to others except as
21 required by law. The written notification shall not become a part of the student's record.⁴

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37 Legal References:

- 38 TCA 49-6-3008(b)
39 1. TRR/MS 0520-1-3-.08(2)(a)
40 2. TCA 49-6-5004(a)
41 3. TCA 49-6-5001(c)
42 4. TCA 49-6-5106

Cross References:

Student Transportation 3.400
Homeless Students 6.503
Students in Foster Care 6.505