

Bartlett City Board of Education		6016
Descriptor Term: SCHOOL ADMISSIONS	Descriptor Code: Student Services	Issue Date: 03/13/2014
	Rescinds:	Revised:

1 General Requirement

2 Proof of legal residence and legal custody shall be required for enrollment in school unless
3 otherwise prohibited by law or Board policy.

4 A student may enroll in the district at any time during the year if his/her parent, legal guardian, or
5 custodian moves his/her residence into the district. A student may be disenrolled if the parent,
6 legal guardian, or custodian provides a false residential address.

7 First-Time Enrollment

8 Any student entering school for the first time must present:

- 9 1. A birth certificate or officially acceptable evidence of date of birth at the time of
10 registration;¹
11 2. Evidence of a current medical examination.² There shall be a complete medical
12 examination of every student entering school for the first time;
13 3. Evidence of state-required immunization³; and
14 4. Proof of residence.

15 The name used on the records of a student entering school must be the same as that shown on
16 the birth certificate unless evidence is presented that such name has been legally changed
17 through a court as prescribed by law. If the parent does not have or cannot obtain a birth
18 certificate, then the name used on the records of such student will be the same as that shown on
19 documents which are acceptable to the school principal as proof of date of birth.

20 In the absence of an epidemic or threat thereof, the District shall not require immunizations from
21 any student whose parent, legal guardian, or custodian files with the school principal either (i) a
22 signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified
23 physician excusing such student due to medical reasons.⁴ Such proof of exception shall be filed
24 in the same manner as other immunization records and shall be affirmed under the penalties of
25 perjury. A certificate containing documentation of other required health information must be
26 provided in addition to any immunization exception.

27 Notice of Student Offenses

28 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-
29 3051(b), the parents/guardians and a school administrator of any school having previously
30 received similar notice from the juvenile court or another source, shall provide to the school
31 principal/designee, the abstract provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other
32 similar written information when any such student:

¹ T.C.A. §49-6-3008(b)

² TRR/MS 0520-1-3-.08(2)(a)

³ T.C.A. §49-6-5001(c)

⁴ T.C.A. §49-5-5001

- 1 1. Initially enrolls in an LEA;
- 2 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;
- 3 or
- 4 3. Changes schools within this state.

5 This information shall be shared only with school employees who have responsibility for
6 classroom instruction of the student and the school counselor, social worker, or psychologist who
7 is developing a plan for the child while in the school, and the school resource officer. Such
8 information is otherwise confidential and shall not be released to others, and the written
9 notification shall not become a part of the student's record.⁵

10 Proof of Residency

11 Unless otherwise prohibited by law, parents, legal guardians, or custodians having lawful control
12 of students (proof of legal custody shall be required) must provide the following proof of residence
13 in order to enroll a child in Bartlett City Schools.

14 General Proof of Residency

15 Parents, legal guardians, or custodians having lawful control of the student must provide two (2)
16 of the following items listed below:

- 17 1. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student
18 will reside during the current school year;
- 19
- 20 2. Mortgage statement or deed of the owner of the home in which the student will reside
21 during the current school year;
- 22
- 23 3. Lease of the lessee of the home in which the student will reside during the current
24 school year;
- 25
- 26 4. Rental Agreement of the renter of the home in which the student will reside during the
27 current school year;
- 28
- 29 5. Real Estate tax receipt;
- 30
- 31 6. Public assistance/government benefits check, card, or papers;

32 In the event that two (2) of the items listed above cannot be provided, residency may be
33 established by submitting other documentation deemed to be appropriate proof of residence by
34 the department responsible for verifying residency.

35 Shared Residency Requirements

36 Unless otherwise prohibited by law, in the event a student resides with his/her parent, legal
37 guardian, or custodian in the home of someone else, the following proof of shared residency must
38 be provided in order to enroll a student in Bartlett City Schools:

- 39 A. Unless otherwise approved by the department responsible for verifying residency, the
40 homeowner of the home in which the student resides must accompany the parent, legal
41 guardian, or custodians to registration and provide two (2) of the items listed in the General
42 Proof of Residency Section above; and
- 43

⁵ T.C.A. §49-6-3051(d)

1 B. The parent, legal guardian, or custodian having lawful control of the student claiming
2 shared residency must provide two (2) of the following items listed below:

3 1. Car registration of the parent, legal guardian, or custodian having lawful control of
4 the student bearing the address at which the student will be residing during the
5 current school year;

6 2. Voter registration of the parent, legal guardian, or custodian having lawful control
7 of the student bearing the address at which the student will be residing during the
8 current school year;

9 3. Payroll stub of the parent, legal guardian, or custodian having lawful control of the
10 student bearing the address at which the student will be residing during the current
11 school year;

12 4. Three (3) significant pieces of mail with a forwarding sticker bearing the address
13 at which the student will be residing during the current school year;

14 5. Government Assistance Communication directed to the parent, legal guardian, or
15 custodian having lawful control of the student bearing the address at which the
16 student will be residing during the current school year.

17 In the event that two (2) of the items listed directly above cannot be provided, residency may be
18 established by submitting other documentation deemed to be appropriate proof of residence by
19 the department responsible for verifying residency. The parent, legal guardian, or custodian of
20 homeless students shall not be subject to the provisions outlined in the Shared Residency
21 Requirements section above.