



Sumner County Board of Education

Scott Langford, Ed. D.

Director of Schools

695 East Main Street Gallatin, TN 37066-2472

Phone: (615) 451-5200 Fax: (615) 451-5216

From the Attendance Dept.

Sumner County Schools Student Enrollment Checklist

New or Current Sumner County Resident

REQUIRED documents for enrollment...

- Parent/Guardian Photo Identification:

Driver's License/state issued ID	<i>May use passport, passport card</i>
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- Student Information:

Certified Birth Certificate of Student	<i>Mother's copy of birth certificate not accepted</i>
Tennessee Certificate of Immunization Record	<i>If not immunized in Tennessee, immunization record MUST be transferred to a Tennessee form. Religious Exemption must be submitted in writing. Medical Exemption must be submitted on physician letterhead.</i>
Physical exam (if applicable)	<i>Completed for Kindergarten registration and out of state move ins.</i>

- Proof of Residency: must submit **(2) two** of the following options: (documents should be dated within 30 days of enrollment)

Copy of signed Lease Agreement	<i>Students name on the lease</i>
Mortgage Statement	<i>Must provide 2 utility bills with a mortgage statement</i>
Electric bill	
Water bill	
Gas bill	
Cable	

Items not accepted: cell phone bill, bank/credit card statements, handwritten agreements

- Additional items that may be requested upon enrollment:

Proof of Custody/Guardianship	<i>*Custody or court ordered parenting plan documents must be provided at the time of registration in cases of legal custodian, shared parenting, or guardianship placements.</i>
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Board of Education Members

Sarah Andrews Tim Brewer Andy Daniels Josh Graham Glen Gregory Betsy Hawkins Tammy Hayes Steven King Andy Lacy Allen Lancaster Ted Wise



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Residency Affidavit	<i>Completed when the custodial/residential parent DOES NOT have a lease or ownership of the residence. Must be notarized.</i>
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**If a parenting plan is in place, the primary residential parent must register the student in their school of zone.*

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