

Bartlett City Board of Education		6016
Descriptor Term: SCHOOL ADMISSIONS	Descriptor Code: Student Services	Issue Date: 03/13/2014
	Rescinds:	Revised: 07/25/2024 11/21/2024

1 General Requirement

2 Proof of legal residence and legal custody shall be required for enrollment in school unless
3 otherwise provided 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/guardian 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.⁴

20 A child whose care, custody, and support have been assigned to a resident of the district by a
21 power of attorney or order of the court shall be enrolled in school provided appropriate
22 documentation has been filed with the district office.⁵

23 In the absence of an epidemic or threat thereof, the District shall not require immunizations from
24 any student whose parent, legal guardian, or custodian files with the school principal either (i) a
25 signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified
26 physician excusing such student due to medical reasons.⁶ Such proof of exception shall be filed
27 in the same manner as other immunization records and shall be affirmed under the penalties of
28 perjury. A certificate containing documentation of other required health information must be
29 provided in addition to any immunization exception.

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. §49-6-5106

⁵ T.C.A. §49-6-3001(c)(6)

⁶ T.C.A. §49-5-5001

1 Notice of Student Offenses and Students Adjudicated Delinquent⁷

2 No later than thirty (30) days from the date on which the student first enrolled, a Principal or
3 Principal's designee may ask a parent/guardian in writing if their student has at any time been
4 adjudicated delinquent for an offense listed in T.C.A. §49-6-3051(b).

5 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-
6 3051(b), the parents/guardians, including the Department of Children's Services acting in any
7 capacity, and a school administrator of any school having previously received similar notice from
8 the Juvenile Court or another source, shall provide to the school Principal/designee, the abstract
9 provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other similar written information when
10 any such student:

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

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

20 Proof of Residency

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

24 General Proof of Residency

25 Parents, legal guardians, or custodians having lawful control of the student must provide one item
26 from Option A and one (1) item from Option B from the items listed below:

27 Option A:

- 28 1. Most current mortgage statement or deed of the owner of the home in which the
29 student will reside during the current school year;
- 30
- 31 2. Current active lease of the lessee or rental agreement of the renter of the home in
32 which the student will reside during the current school year. The lease or rental
33 agreement must include the leasing agent or landlord's current contact information;

34 Option B:

- 35 3. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student
36 will reside during the current school year;
- 37
- 38 4. Current real estate tax receipt;
- 39
- 40 5. Government documentation received within the past 60 days;

⁷ T.C.A. §37-1-153(e); T.C.A. §37-1-154; T.C.A. §49-6-3051(a)

⁸ T.C.A. §49-6-3051(d)

1 Shared Residency Requirements

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

5 A. Unless otherwise approved by the department responsible for verifying residency, the
6 homeowner, renter, or lessee of the home in which the student resides must accompany
7 the parent, legal guardian, or custodians to registration and provide two (2) of the items
8 listed in the General Proof of Residency Section above; and

9 B. Unless otherwise approved by the department responsible for verifying residency, the
10 parent, legal guardian, or custodian identified as the shared resident must be listed as an
11 occupant on any lease or rental agreement that is presented as a general proof by the
12 lessee or renter; and

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

15 1. Current car registration of the parent, legal guardian, or custodian having lawful
16 control of the student bearing the address at which the student will be residing
17 during the current school year;

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

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

24 4. Current renter's insurance of the parent, legal guardian, or custodian having lawful
25 control of the student bearing the address at which the student will be residing
26 during the current school year;

27 5. Government documentation or legal mail received within the past 60 days directed
28 to the parent, legal guardian, or custodian having lawful control of the student
29 bearing the address at which the student will be residing during the current school
30 year.