

WHAT IS NEEDED FOR ENROLLMENT AT KARNS MIDDLE?



If enrolling from another Knox County School, we need to have the withdrawal form. Only the custodial parent or legal guardian can enroll a student and they must live in our zone.

Students coming from private schools, other school districts, or out of state must provide the following:

_____ Proof of Address – KUB Bill, House Deed or Signed Lease in Custodial Parent's Name.

_____ Proof of Custody or Legal Guardianship (Court Document Only) – Notarized letters are not acceptable. All custody papers must be signed, dated, and stamped by the Court.

_____ Birth Certificate – (A legible copy is acceptable.)

_____ Shot Record – You must go to the Health Department and get your shots transferred to the Tennessee Department of Health Immunization form.

_____ Proof of Physical – You have 30 days after enrollment to get a physical and bring a copy to school. If enrolling during the summer, we must have it before school starts.

_____ Withdrawal Form with Grades – From Previous School.

_____ Transcript and Test Scores – Showing Credits Earned. If from TN, TCAP/EOC scores.

_____ Honors Classes – All honors classes need teacher recommendation.

IF IN STATE'S CUSTODY: DCS must provide an Education Passport which should include all of the above mentioned items. DCS must also provide a letter stating who the Foster Family is and their proof of address (KUB or Lease in their name).