

West Valley Middle School

Enrollment Requirements

1. **Health Record:**

- a. **Official Tennessee Immunization Certificate.** The Knox County Health Department will transfer out of state immunization records onto the state form at no charge. (West Clinic-1028 Old Cedar Bluff Road; 865-215-5950).
- b. Proof of physical exam: Within 30 days for students from out of state

2. **Proof of Residence:** Please present **one** from **each** category.

- a. Most recent utility bill: gas, electric, water, cable/internet (not past due)
- b. Rental/lease agreement, final sales contract, current mortgage statement, or cancelled check to mortgage company.

In the event these documents are in not in parent/guardian's name, a notarized statement is required. See Proof of Residence Sheet provided in packet.

3. **Birth Certificate, Passport, Immigration Documentation or Official Decree of Adoption**

4. **Proof of Custody/Guardianship:**

- a. Lives with both birth parents; nothing more is needed
- b. Lives with a divorced parent; Parenting Plan is required
- c. Lives with adopted parent(s); Adoption Decree and Updated Birth Certificate required
- d. Lives with court appointed guardian(s); Copy of legal document
- e. Power of Attorney; Ask office for KCS form (must meet guidelines)

5. **Student Records to Assist with Placement**

- a. Withdrawal sheet from previous school, including withdrawal grades, attendance, and discipline history.
- b. Transcript of grades from previous school or previous report cards
- c. Standardized test scores
- d. If currently receiving special services: IEP, Psychological, and/or M-Team Report

6. **Parent/Guardian Photo ID**