

HOUSTON COUNTY HIGH SCHOOL NEW
STUDENT REGISTRATION Date: _____

Name of Prospective Student _____

- 1. Required – Student must be accompanied by at least one legal custodial parent/guardian.
- 2. Required – Birth certificate of the student or officially acceptable evidence of date of birth at the time of registration.
- 3. Required – Current and up-to-date record of student’s immunizations as required by the State of Tennessee Department of Health. (It is the responsibility of the parent/guardian to provide this. Faxed copies from previous TN schools are accepted IF up-to-date).
- 4. Required – Proof of legal custody/guardianship **A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court must provide appropriate documentation or has been filled with the district office. (i.e. Judge signed custody papers, judge signed court documents, foster care paperwork, identification of parent that matches the name as listed on the birth certificate of the student).
- 5. Required – Proof of physical address of the residence of the legal custodial parent/guardian. **P.O. Box is not a physical address and not accepted** (i.e. MLEC bill with physical address listed, current valid TN driver’s license with physical address, copy of mortgage paperwork (for a home) with name of legal custodial parent/guardian and physical address listed, notarized copy of a lease signed by the landlord and legal custodial parent/guardian as renter with physical address listed).
- 6. Required – Proof of withdrawal from previous school. Students cannot be enrolled in two schools at the same time. (i.e. copy of withdrawal form, confirmation from previous school).
- 7. Required – Previous school’s information including address, phone number and fax number.
Complete address: _____
School Phone _____ Fax _____
- 8. Required to answer – Does the student have an IEP or 504? Yes No
If yes, copy of the current IEP or 504 is required.
- 9. Required to answer – Was the student suspended, placed in alternative school, or expelled from previous school? Yes No
If yes, explain discipline: _____

- 10. Optional – Social security card or proof of number _____