

MEMORANDUM

Guidance Office

To: Registering Students at GHS

From: Jill Denton, School Counselor (Grades 10 & 12)
Amanda Johnson, School Counselor (Grades 9 & 11)

Date: 2011-2012 School Year

Subject: New Student Registration Process

In order to successfully register a new student at Grainger High School you should complete the following steps:

1. Pick-up a registration packet from the office and meet with the appropriate school counselor to schedule an appointment time to register your new student.

Appointment Time: _____ Counselor: _____

2. Student and parent/guardian should return for your appointment time with the following items from enrollment packet and other sources completed (explanation of all forms is listed on the reverse side):
 - Verification of residence form – completed and notarized
 - Student Registration and Information Form
 - Copy of Birth Certificate
 - Copy of Social Security Card
 - Documentation of Custody (if applicable)
 - A Tennessee Certificate of Immunization
 - An official copy of the School Transcript from the last school attended
 - Withdrawal Form/Statement from previous school
 - Copy of the Eligibility Report and the IEP if the student has been receiving Special Services at the previous school.
 - 2 copies of items that prove residence in Grainger County. These items should show the parent/guardian's name at the address given:
 - Electric Bill, Water Bill, Telephone Bill, Cable Bill, Lease Agreement, Housing Contract, Property Deed
 - Food Allergy Form
 - Internet Permission Form
 - Application for Free & Reduced Lunch

*Explanation of all forms is listed on the back.

Please Note: Only the legal guardian(s) may enroll a child as a student at GHS. The legal guardian(s) must also be a resident of Grainger County. The permanent address will be verified by Grainger County Board of Education authorities. Power of Attorney can only serve as legal guardianship under the three following conditions: incarceration of parent, loss of home due to natural disaster, or documented proof that parent is not capable of caring for the child.

Explanation of Forms Required for Enrollment

- *Verification of Residence Form* completed and notarized.
- *Student Registration and Information Form* completed (front and back)
- *Withdrawal Form* – A withdrawal form from previous school stating that the student has officially withdrawn and does not owe any debts, books, etc.
- *Tennessee Immunization (Shot) Record* – This must be presented before student can be enrolled. If students have moved from out-of-state, the out- of-state shot record should be presented to the Grainger County Health Department to receive a Tennessee record.
- *Official Documentation of Custody* (if applicable) If student’s last name and parent or guardian’s last name is different, we must have a custody agreement or petition for legal guardianship (signed by a judge).
- *Transcript of classes from previous school* – This may include grade cards. Nonetheless, transcripts, withdrawal grades, attendance record, and discipline record must be obtained by GHS before student will be enrolled. Official copies of these records will be requested by the school counselors.
- *Proof of Residency* – At least two types of documentation must be provided to confirm your residency in Grainger County, such as an electric bill, water bill, cable/satellite bill, phone bill, proof of rent payment, etc.
- The completion of the following forms will be required (these forms are included in the packet):
 - *Food Allergy Form*
 - *Internet Permission Form*
 - *Application for Free/Reduced Lunch*