

# HAMILTON COUNTY DEPARTMENT OF EDUCATION REGISTRATION FORM

Date Enrolled \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_  
Last First Middle

GENDER:  Male  Female SSN \_\_\_\_\_ Birth Date \_\_\_\_\_

ETHNICITY: Is the student Hispanic?  YES  NO (according to the US Dept. of Education, Hispanic is an ethnicity; not a race)

RACE (MUST check at least one):  Asian  Black  American Indian/Alaskan Native  Pacific Islander/Hawaiian Native  White

Student Address \_\_\_\_\_  
Street City State Zip Student's Cell Phone

Lives with:  Both Parents  Mother  Father  Other (Guardian) \_\_\_\_\_

Mother - Name (Last, First) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address, if different \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Father - Name (Last, First) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address, if different \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Legal Guardian (if other than parent) \_\_\_\_\_ Home Phone \_\_\_\_\_  
(current documentation required)

Address, if different \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

*The information requested in this box is required by the State of Tennessee for enrollment in a public school:*

Student's Mother's Maiden Last Name \_\_\_\_\_ Student's City of Birth \_\_\_\_\_

Student's County of Birth \_\_\_\_\_ Student's State/Province of Birth \_\_\_\_\_ Student's Country of Birth \_\_\_\_\_

Primary Language Spoken at Home \_\_\_\_\_ (completed Home Language and Occupational Surveys must be on file)

Immigrant Student  YES  NO If YES, date of first U.S. Entry \_\_\_\_\_

Last School Attended \_\_\_\_\_ City/State \_\_\_\_\_ Leave Date \_\_\_\_\_

If not coming from another Hamilton County School, have you ever attended a Hamilton County School? YES NO

Siblings (list name, age, and school attending) \_\_\_\_\_

Do you have a computer in your home?  YES  NO Email address \_\_\_\_\_

**Health/Emergency Information**

Child's known health problems: \_\_\_\_\_  
Allergies  Asthma  Diabetes  Epilepsy  Heart  Other \_\_\_\_\_  
(Please provide documentation regarding any of the above health problems)

Person(s) who you would like us to call in case of emergency, if parent cannot be reached:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Emergency Permission:**

In case of emergency and I cannot be contacted, take my child to: \_\_\_\_\_ Hospital.  
(I will assume financial responsibility.)

Signature \_\_\_\_\_ Family Doctor \_\_\_\_\_

**DISMISSAL INFORMATION**

Is there a court order/decreed prohibiting anyone from dismissing child?  YES (copy must be on file at school)  NO

Persons permitted to dismiss this child:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Persons NOT permitted to dismiss this child:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_



## Hamilton County Department of Education

Student Services

2017-2018

### Attendance Notification Contract

- Tennessee State Law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.
- The Hamilton Co. Department of Education has determined that each child will be allowed three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.
- After three (3) parent/guardian excused personal illness days, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, courts, or other professional services. Other legal reasons for excused absences are death in immediate family, religious holiday regularly observed by the faith (prior approval required), and approved school sponsored activities. (HCDE Board Policy 6.200)
- Excused must be turned in to the appropriate school official within five (5) days of the student returning to school.
- After five (5) unexcused days, the school will notify the parent/guardian that their child must attend school on a regular basis by mailing the Attendance Notification Letter.
- Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
- If a student acquires ten (10) or more unexcused days (no legal reason for absences as defined above) the school will make a formal referral to the School Social Worker.
- If the child continues to accrue unexcused absences after the referral, a Legal Notice will be mailed to the parent/guardian indicating that their child has become truant. This notice shall serve as intent to file a petition with Hamilton County Juvenile Court unless proper documentation is provided to the school within five (5) days of receipt of this notice.

**Please print all information except signature**

School \_\_\_\_\_

Student Name \_\_\_\_\_ Student Date of Birth \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the information regarding Tennessee State Law and Hamilton Co. Department of Education Attendance Policy as they apply to my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please return to the school office for placement in your cumulative record.**