

Student Name _____, _____, _____ Enrollment Date _____
Last First Middle

Registration/Enrollment Checklist for Cumulative Record

Enrollment Documentation (Attendance/Scholastic Record -White Divider)

_____ Birth Certificate – Long Form (Only)

Check the legal name of student and legal parents (if child with someone other than birth parent

_____ Proof of Legal Guardian –write **N/A** if not applicable (Affidavit entered into STAR __Yes)

_____ Social Security Number or PIN Assigned (PIN #) _____

_____ Proof of Residence

_____ Home Language Form

_____ Grades/Transcript Requested (Date) _____ (Received) _____

_____ Verification of Grade Placement due to home school transfer

(All students transferring from Independent Home School or Satellite Church - Related School must be tested for grade placement or credit.)

_____ Testing Complete (Recommended Grade Placement _____)

(Test Results recorded and filed in students cumulative record or entered in AHS)

Standardized Test Scores (Blue Divider)

_____ Copy of TCAP, Gateway, End-of-course, etc. scores for each previous year (beginning with third grade.

Health Record (Yellow Divider) – School Nurse Should Complete This Section

_____ Copy of Physical (if transferring from out-of-state) – Write **TN** if they are transferring from a TN School. (Physical must be within the last 12 months)

_____ Copy of Tennessee Immunization Card

_____ Up-to-date _____ Shot/Booster Required Estimated Compliance Date _____

Immunizations Needed _____

Verified By _____ Date _____

Signature of Person Making Verification

Cumulative records should not be filed until they are complete or until every effort has been made to acquire all information.

Signature of person filing cumulative record

Date Filed

School _____