

Hawkins County Schools

200 North Depot Street
Rogersville, TN 37857
(423) 272-7629 Fax (423) 272-2207



STUDENT CUMULATIVE RECORD CHECKLIST

Please complete this form indicating that all items listed below are presently on file in the student's cumulative/permanent record. Place this completed form in the front of each student's cumulative/permanent record folder. (All items listed are required to be on file at all times in the student's cumulative record folder unless otherwise noted.)

STUDENT NAME: _____

BIRTH CERTIFICATE

Certificate of Live Birth with State Seal is acceptable

TN SCHOOL IMMUNIZATION CERTIFICATE

There will now be only one official TDOH certificate of immunization that must be filled out by medical providers for parents to deliver to schools prior to entry of their child into pre-school, pre-Kindergarten, Kindergarten, 7th grade, or as a new student. The form is only available from a private healthcare provider or local health department. Students in all other grades may use the "old" form. Please see T.C.A. 49-6-5001.

PHYSICAL EXAM

For students entering school for the first time

COPY OF SOCIAL SECURITY CARD

Federal Law states parents may refuse to release the SSN of their child, if they do refuse, please issue a PIN to the student for enrollment purposes following Hawkins County Schools' procedures.

STUDENT DATA INFORMATION FORM

The separate Home Language Survey and Occupational Survey MUST be completed for ALL students as well

PROOF OF RESIDENCY

Acceptable documents may include the following; Rental or Lease Agreement, Utility Bill (electric, gas, landline phone, etc.) in the parent's name, Proof of Residency Affidavit, or other proof acceptable to the school principal.

Signature of Data Clerk/Secretary/Counselor completing this form: _____

Date: _____

Amended 11-04-15