

# Hardeman County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>08/13/09</b>
		Rescinds: <b>6.203 6.204</b>	Issued: <b>11/20/03 02/17/00</b>

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**A. General**

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|  | <b>6.205</b> | <b>02/17/00</b> |
|  | <b>6.206</b> | <b>02/17/00</b> |
|  | <b>6.318</b> | <b>02/17/00</b> |
1. Any student entering school for the first time must present:
    - a. a birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
    - b. evidence of a current medical examination.<sup>2</sup>
      - i. there shall be a complete medical examination of every student entering school for the first time;
      - ii. this applies to pre-kindergarten , kindergarten, and other students for whom there is no health record;
    - c. evidence of state-required immunization.<sup>3</sup>
  
  2. The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.
  
  3. A child whose care, custody, and support has been assigned to a resident of the district by a power of attorney (as allowed by the Federal court order for incarceration of parent, military service of parent, or long-term disability of parent) or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.<sup>4</sup>
    - a. A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.
    - b. A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal when:
      - a. he/she fails to enroll within thirty (30) calendar days after school officially starts; or
      - b. he/she has dropped out of school and wants to re-enter.
    - c. In accordance with the Federal court order , students residing outside the boundaries of the school system may attend schools within the school system only under the following condition:  
     If a parent of a student teaches outside the school system of the parent’s residency, the student may attend such school system , provided both are Tennessee residents. <sup>5</sup>
    - d. If a student who enters school, resumes school attendance after suspension, expulsion, or being judged delinquent, or changes schools within the county has been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment, the parents, guardians, or legal custodians shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become part of the student’s record.<sup>6</sup>

## B. Admission of Suspended or Expelled Students

1. Enrollment may be denied for any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.
2. After a request for enrollment is made, the director of schools/designee shall investigate the facts surrounding the suspension/expulsion from the former school system and make a recommendation to the Board to approve or deny the request.
3. Enrollment shall not be denied beyond the length of the imposed suspension/expulsion.
4. If enrollment is denied, the director of school shall notify the Commissioner of Education of the decision.
5. Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system .<sup>7</sup>

## C. Student Assignment

1. To schools
  - a. Students, including those in kindergarten, are expected to attend the school to which they are assigned by virtue of their residence.<sup>8</sup>
    - i. Any student who enrolls in the school system or transfers within the county must live in the attendance zone of the school with their parent(s) or legal guardian(s) as established by a birth certificate or court order specifying the legal guardian or custodial parent of the student.
    - ii. Residence in the county and the school zone may be established by two (2) of the following documents: property tax records, rental agreement, mortgage records, utility bills, telephone bills, and other records acceptable to the school principal.
  - b. Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.<sup>9</sup> All transfers within the school system must be in compliance with the Federal court order.
2. To classes
  - a. The principal shall be responsible for assigning all students to classes.
  - b. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

### Legal Reference:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3113
6. TCA 49-6-3051
7. TCA 49-6-4301(f); 20 U.S.C. A § 1232G(b)(4)(h)
8. TCA 49-6-3102 through 3103; OP Atty. Gen. 99-055 (March 9, 1999)

### Cross Reference:

- Student Records 6.600-604  
Foreign Exchange Students 6.502