

# West Carroll Special School District



## Admissions Guidelines

Any student enrolling in a West Carroll school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration.
2. Social Security Card
3. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record.
4. Evidence of state-required immunization.
5. 2 Proofs of Residence

In the absence of state issued birth certificate, parents or guardians must provide legal documentation of the following: maiden name of the student's biological mother; proof of the country, state, county, and municipality of the student's birth.

West Carroll Special School District reserves the right to require proof of legal custody.

Students enrolling in West Carroll Schools for the first time are required to provide proof of legal residency within WCSSD boundaries. Acceptable documentation may include any two of the following: a copy of mortgage payment information, a notarized copy of a rent receipt, or a copy of utility bill(s).

Those who enroll a dependent student in West Carroll Schools should be informed that any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of that student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled (TCA 49-6-3003).

West Carroll Special School District may enroll students with a properly executed *Power of Attorney for Care of a Minor Child* for the following recognized hardships:

1. The serious illness or incarceration of a parent or legal guardian.
2. The physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided.
3. The loss or uninhabitability of the child's home as a result of a natural disaster.
4. The need for medical or mental health treatment (including substance abuse treatment) by the parent or legal guardian.

Any such document presented at a West Carroll School for consideration must be executed on the proper form issued by the Tennessee Department of Children's Services, must be notarized by a public notary in Tennessee, and contain the signatures of both parents, regardless of custody status. WCSSD may require documentation of any hardship claims.