



Station Camp Elementary

1020 Bison Trail
Gallatin, TN 37066

Phone: (615) 230-0387
Fax: (615) 230-8518

Requirements for Enrollment as per Tennessee State Law and the Sumner County Board of Education are as follows:

_____ Tennessee Certificate of Immunization (must provide before starting class)

_____ Certified Birth Certificate (not mothers copy)

_____ Drivers License / State ID to prove identity

_____ **Two** proofs of CURRENT residency (address must be in our school zone)

EFFECTIVE IMMEDIATELY: Proofs provided MUST relate directly back to the address in which you are claiming residency and MUST be in the primary custodial parents name.

*Utility Bills (electric, water, gas, cable, landline phone)
(cell phone, insurance bill, and credit card statements not accepted)

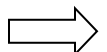
*Lease / Closing Documents

---BUILDER CONTRACTS / LETTERS ARE NOT ACCEPTABLE PROOFS
OF RESIDENCY. YOU MUST CURRENTLY RESIDE IN THE SCE SCHOOL
ZONE TO REGISTER.

_____ Custody Papers (required if parents have different addresses)

Thank you for your cooperation. We are happy to have you here!

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Residency: Please see required items for proof of residency. If circumstances beyond your control prohibit you from providing these, Sumner County School District will allow your child to register for classes with the understanding that the parent/guardian will have three (3) school days to complete the residency requirements. At the end of the school day, on the third (3rd) day, if the required documentation has not been turned into the school administrative office; your child will not be allowed to return to school until the documentation is complete. At this time the Truancy Division of Sumner County School will be notified that your child is truant from school.

NOTE: A Truancy Officer may verify your residence at any time during the current school year

Custody: If your child is not living with BOTH biological parents, we must have a copy of custody papers to verify that the child is living with the primary residential parent. This is for your child's protection, as well as to protect the school from liability. Frequently, copies of these papers that you may have given a previous school will not be in your child's school record. Some schools keep these in a separate file and do not transfer them in the student's record.

****If there is anyone whom your child should not have contact, you must furnish us with documents to declare that.**

Immunizations: Out of State Immunizations must be transferred to a current TN Immunization Form at the Sumner County Health Dept or a Doctor's Office.

Birth Certificate: Your child must be registered under the name given on the birth certificate. If there has been a name change, please supply us with either a copy of the new birth certificate or the court order of the name change.

TN Code Annotated 49-6-5106 states "Use of name of birth certificate-A student shall be enrolled in school under the name that appears on such student's certificate of live birth, or certificate of birth by adoption, if such adoption occurs prior to the child's entrance into school...Court-ordered name changes will be entered on the student's record upon receipt of appropriate court document."

Withdrawal From Previous School: We will request records from your child's previous school. You will need to go there to return all books and pay any outstanding charges. That school may hold the school records until this is done, and we will not be able to receive the information from them that we need.

Lunch Waiver: If your child was on the program at the Sumner County School from which he/she is transferring, then the program will still be in effect here. If you are transferring from a school outside Sumner County, you must reapply on the Sumner County form. If you have a child in more than one school, the application only needs to be filed at one school. There may be several days pass before your application is approved, so you will need to provide lunch for your child until the approval is finalized. Any questions about the lunch waiver program should be directed to Tammy Jones, café manager.