

# 2017-18 Registration

## ***New Students Only***

Registration will be **April 25-May18** on **Tuesday and Thursday only**. All new students must begin the enrollment process at their zoned or approved school. Please see the registration time for each school below. Summer registration hours will be listed soon.

<b>Altruria Elementary</b>	9:00-12:00
<b>Appling Middle</b>	8:00-11:00
<b>Bartlett Elementary</b>	9:00-12:00
<b>Bartlett High</b>	8:00-11:00
<b>Bartlett Ninth Grade Academy</b>	8:00-11:00
<b>Bon Lin Elementary</b>	9:30-12:30
<b>Bon Lin Middle</b>	9:00-12:00
<b>Ellendale Elementary</b>	9:00-12:00
<b>Elmore Park Middle</b>	10:00-1:00
<b>Oak Elementary</b>	9:00-12:00
<b>Rivercrest Elementary</b>	9:00-12:00

## ***Returning Students***

You may begin on-line registration **May 2**. Snapcodes for on-line registration will be e-mailed for returning students on **May 1**. **Registration for returning students must be completed by June 1, 2017.**

## ***On-line registration***

Before you proceed with the on-line registration process, you must have all your documentation scanned and ready to upload (i.e. two current proofs of residency, shared residency affidavit, parenting plan). Please carefully check all spelling, capitalization, and punctuation as it is entered. All required fields (noted with a red asterisk) must be completed before the form may be submitted. If you experience any difficulty, please contact the enrolling school's attendance clerk.

## ***Shared Residency***

Any new shared residency must schedule an appointment with Student Services before completing the on-line registration. Appointments may be scheduled beginning **May 30** by contacting Student Services at 202-0855 (Ext. 238).

## **Reminders**

Click [here](#) to reference BCS Policy# 6016 (School Admissions) for documentation requirements.

### **Acceptable Proofs of Residency**

- Most recent MLG&W bill
- Current mortgage statement or deed of the homeowner
- Lease of the lessee of the home
- Rental agreement of the renter of the home
- Current real-estate tax receipt of the homeowner
- Current public assistance/government benefits check, card, or papers

Click [here](#) for information regarding shared residency.

**Updated Tennessee immunization records for new students and 7th graders must be submitted to the school before the student attends school on August 7.** If you already have an updated record, you may scan and upload that form when you complete the on-line registration. Please contact Geniese Bolden if you have questions (202-0855 Ext. 290).

**Be Ready Day** will be on **August 1**. All families are encouraged to attend this day. Families may join the PTA/PTO, drop off school supplies, get transportation information, tour the building, meet with the nurse, etc. Only families who have completed the on-line registration by July 1, 2017, will be able to meet their classroom teacher and/or pick up their classroom schedule.