

## PARENT INFORMATION REGARDING REGISTRATION All items listed below are needed before registering.

- \* **Withdrawal from last school if school year has already begun.**
- \* **Proof of residency.** A utility bill (electric, water, or gas) with custodial parents' names and addresses is required. Phone and cable bills are not accepted. If parent lives with someone else, they must obtain affidavit forms from the guidance secretary and have them notarized.
- \* **Proof of Custody.** If parents are divorced, a copy of the custody papers is required.
- \* **Special education records if applicable.**

If transferring from out of state you will also need to provide:

- \* **Immunization record transferred onto a permanent Tennessee Certificate of Immunization.** If transferring from another Tennessee school, a copy will suffice. If transferring from out of state, copies of health records can be transferred to the card by his or her doctor, or the health department 898-7785, 100 w. Burton Street. No appointment is necessary to transfer information.
- \* **Birth Certificate**
- \* **Social Security Card**
- \* **9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade - Transcript and/or last report card would be very helpful, but not mandatory to enroll.**
- \* **12<sup>th</sup> grade students must provide transcript showing all credits earned so far.**

### Helpful Phone Numbers:

Oakland High School 904-3780, guidance fax 904-6713

Bus Transportation 893-5812 ext. 22100

Department of Children Services 217-8900

School Attorney 893-5812 ext. 22012

Health Department 898-7785