

# Dickson County High School

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## Transfer/New Student Enrollment/Registration Checklist

**Schedule Dates for New Student Registration - July 18, July 19 or July 20, 2017**

***Please Note: A parent or legal Guardian must be present at the time of enrollment/registration.***

### **Required Items- Please have these items with you at the time of enrollment/registration:**

- \_\_\_\_\_ Verification of guardian (birth certificate/custody papers)
- \_\_\_\_\_ Three (3) proofs of residence within your school zone (Verify your current address (utility bill, paycheck stub, driver's license, voter registration, mortgage, deed or letter from the property owner, etc.)
- \_\_\_\_\_ Copy of student's Withdrawal Form from previous school- required when school is in session. Optional during the summer.
- \_\_\_\_\_ Tennessee School Immunization Record – If transferring from out of state, take your out of state immunization record to the Dickson County Health Department 301 W. End Avenue (446-2839) to receive TN Immunization Record.
- \_\_\_\_\_ If a student is enrolling from out of state or registering for the first time in Tennessee public school, current TN physical exam record.

### **Optional Items- very helpful enrollment items**

- \_\_\_\_\_ Name, Address and Phone/Fax Number for previous school
- \_\_\_\_\_ Most recent report card or unofficial transcript from previous school
- \_\_\_\_\_ State issued Birth Certificate (optional- however strongly encouraged to verify the spelling of student's name.
- \_\_\_\_\_ Social Security card or copy (optional)
- \_\_\_\_\_ If received Special Education services at previous school please bring a copy of individual education plan (IEP) from the previous school. July 20 is the only date we will have special education staff available to pre-register students with an IEP.
- \_\_\_\_\_ 504 Plan- If student had a 504 Accommodation Plan at previous school.

Course offering information: <http://dchs.dicksoncountyschools.org>