

Steps to Enrolling Your Child in Sumner County Schools

Step 1

Determine the Child's Eligibility:

All children age 5 by September 30 and not age 18 on the first day of school living within Sumner County are eligible for enrollment. The Tennessee Compulsory Attendance Law (TCA 49-6-3001), requires all children between the ages of 6 and 18 to attend school and be on time to school and classes. Each child seeking to enroll in the school system must be a resident of Sumner County.

Step 2

Identify and Contact the School:

Registration takes place at each individual school. Parents are asked to contact the school office to make an appointment for registration. School staff can provide a Spanish speaking interpreter for you if you ask in advance. If you are unsure about which school your child should attend, please call the Sumner County Board of Education at 451-5200 and tell them your address. Attendance Zone maps are also available at www.sumnerschools.org.

Step 3

Gather the necessary documents:

Parents are **required** to provide a **Tennessee School Immunization Record** when enrolling their children in Sumner County Schools for the first time. This record is available from your pediatrician or from the Sumner County Health Department. (A list of required vaccines can be found at: <http://health.state.tn.us/CEDS/required.htm>) There are Health Department Offices at: 1005 Union School Road in Gallatin, 214 W. Longview Drive in Portland, and at the Hendersonville Clinic, 351 New Shackle Island Rd. in Hendersonville.

Schools *may* also request the following documents:

1. Copy of the child's birth certificate
2. Copy of the child's social security card (**this is NOT required**)
3. Proof of residency

Students who do not speak English as their first language will be enrolled immediately even if they do not have one or more of these documents. The Tennessee School Immunization Record **is** required for enrollment.

Transfer/Moving out of town/state:

When a child changes schools during the school year, a parent/guardian should visit the school office to complete a withdrawal form before enrolling the child in a new school.