

## HAWKINS MIDDLE SCHOOL

### NEW STUDENT ENROLLMENT CHECKLIST

**Please bring all of the following when you bring your student to enroll:**

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_

- 2 or 3 proofs of residence that you live in our school zone (***driver's license with an address in our zone is required***; other examples include: lease, contract on house, electric bill, phone bill, notarized statement from landlord)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- State of Tennessee Dept. of Health Immunization card
- Custody papers (divorced parents) or guardianship papers (living with person other than parents)
- Withdrawal papers from former school with grades/unofficial transcript or final report card to determine which classes to enroll student in at HMS
- Copy of birth certificate
- Has student been tested for any special services? If so, what? Need copy of IEP for special education
- Has student been suspended or expelled from any previous school? If so, explain.

COMMENTS:

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Signature of person processing above information