**WELCOME TO FARRAGUT HIGH SCHOOL**



**Tips for Enrollment Efficiency**

* **Submit entire enrollment packet at one time**; *please do not send partial packets in multiple submissions as this will delay the enrollment process.*
* ***ALL* included enrollment packet forms are *REQUIRED* for *ALL* student files.**Program documents are audited and must verify all families have been made aware of available services, even if they do not apply to your student and/or family *(i.e, Special Education Services, Migrant Education Program, Knox County Home Language Survey)*.
* **Scan email attachments**; photographed support documents **cannot** be accepted as they must be maintained in the student file and are not legible when printed.
* **Please do not include parent information documents with enrollment packet***(i.e., KCS Bullying & Harassment Policy, Required Documentation for Student Enrollment, Appropriate Media Use Information)*.

**New Student Enrollment Process for Farragut High School** **(FHS):**

1. Download and print the [**2023-2024** NEW STUDENT ENROLLMENT PACKET](https://drive.google.com/file/d/1f_hnXlF9l6QW8wV0VvbItULR7azOFxl_/view?usp=sharing)
2. Download and review the following documents for your reference:
	* [FHS Student Handbook](https://docs.google.com/document/d/1O4w3kpehZvOL687EbA99IHKz0Hic6ZFCBPgifXAnt1I/edit)
	* KCS Guidelines for Acceptable Use of Electronic Media
	* KCS Harassment, Intimidation & Bullying or Cyber-Bullying Policy

***NOTE:*** *These documents are not to be submitted with your student’s enrollment.*

1. Review the ***Required Documentation for Student Enrollment*** checklist, provided in the FHS Enrollment Forms packet, to make sure all documents are completed before submitting the ENTIRE registration packet to FHS.
2. Please include an unofficial copy of student's transcript with the registration packet to ensure appropriate course placement.
3. If relocating from out of state, student’s immunization record ***MUST*** be converted to the State of Tennessee immunizations form – see information included in the registration packet.
4. Return completed registration packet with ***ALL*** required documents during FHS office hours, ***OR*** via email or FAX
	* In person to Stephanie Evans, Registrar
	* Email: stephanie.evans@knoxschools.org  (Registrar)
	* FAX:  671.7198
5. The FHS Registrar will review returned registration packet for completion and notify parent/guardian of any missing documentation.***NOTE****: Please do not submit partial enrollment packets. Incomplete enrollment packets will not be processed, nor will the student(s) be enrolled until****ALL****required documents are received by the Registrar.*
6. When all documents have been received, a confirmation will be sent to the enrolling parent/guardian and the assigned FHS Counselor. The assigned FHS Counselor will schedule an online Microsoft Teams meeting with the enrolling student and parent(s) to discuss appropriate course scheduling. There will be no face-to-face conferences during the summer months.

**Transfer Student Enrollment Process** *(those enrolling from another Knox County Public School):*

***NOTE:****Students not living within the FHS attendance zone* ***MUST*** *obtain district-level transfer approval* ***prior*** *to submitting a Transfer Student Enrollment packet to the FHS Registrar.*

1. Download and print all **2023-2024** [FHS Transfer Student Enrollment Forms](https://drive.google.com/file/d/1JegaN67GR3YN78Xq3m0rM-oeDffVkozL/view?usp=sharing).
2. Download and review the following documents for your reference:
	* [FHS Student Handbook](https://docs.google.com/document/d/1O4w3kpehZvOL687EbA99IHKz0Hic6ZFCBPgifXAnt1I/edit)
	* KCS Guidelines for Acceptable Use of Electronic Media
	* KCS Harassment, Intimidation & Bullying or Cyber-Bullying Policy

***NOTE:*** *These documents are not to be submitted with your student’s enrollment.*

1. Review the ***Required Documentation for Knox County Transfer Student Enrollment*** checklist, provided in the FHS Transfer Enrollment Forms packet, to make sure all documents are completed before submitting the completed registration packet to FHS Registrar.
2. Return completed transfer registration packet with ***Proof of Residence*** and ***Verification of Guardianship***(if applicable) during FHS office hours, ***OR*** via email or FAX
	* In person to Stephanie Evans, Registrar
	* Email: stephanie.evans@knoxschools.org (Registrar)
	* FAX:  671.7198
3. The FHS Registrar will review returned transfer registration packet for completion and notify parent(s) of any missing documentation.
4. When all documents have been received, a confirmation will be sent to the enrolling parent(s) and the assigned FHS Counselor. The assigned FHS Counselor will schedule an online Microsoft Teams meeting with the transferring student and parent(s) to discuss appropriate course scheduling. There will be no face-to-face conferences during the summer months.

**Counseling Office Phone:       (865) 966-9775 | Option 2**

**Counseling Office FAX:           (865) 671-7198**