

Students Enrolling at Hardin Valley Academy Must Present:

1. Health Record:

- a. Students enrolling in Knox County Schools must present an **Official Tennessee Immunization Certificate**. The Knox Health Department will transfer out of state immunization records onto the Official Tennessee Immunization Certificate free of charge. (West Clinic – 1028 Old Cedar Bluff Road – Phone 865-215-5950)

b. Proof of physical exam

2. Proof of Residence:

You must present proof of your actual residence in Hardin Valley's zone by presenting two the following:

- a. Utility bill (electric, gas, or water) Dated within 30 days and NOT past due.
- b. Rental or lease Contract or Final Sales Contract
- c. Voter Registration Card
- d. Welfare Benefit Check
- e. Mortgage Statement

3. Guardianship:

No documentation needed if child lives with both natural parents. However, **most other arrangements will need documentation if:**

- a. Child lives with a divorced parent who was originally assigned custody, attach a copy
- b. Child lives with court appointed guardian(s), attach a copy. (Juvenile Court, 215-6400)
- c. Child with recently changed custodial parent or joint custodial parents, attach letter of approval from Mr. Hartsell's office (Knox County Schools – phone 594-1504)

4. Student's Social Security Card

5. Birth Certificate

6. For Proper Placement of Student, Also bring:

- a. Standardized Test Scores
- b. Transcript of Grades from previous school(s). An **UNOFFICIAL** copy will suffice.
- c. Withdrawal Sheet from previous school, including withdrawal grades, attendance, and discipline history.
- d. If currently receiving special services: latest IEP, psychological, and/or M-Team report
- e. If previously enrolled in a Tennessee school, bring record of successful State EOC Scores in English II, Biology I, and Algebra I (if applicable)

COUNSELING DEPARTMENT FAX: 865-539-5439