



## Enrollment Checklist

**If you are coming from another Knox County School:**

- New Student Enrollment Form (yellow)**
  
- Proof of Residency or Transfer Letter**
  - If you are zoned for West High School, you will need to provide proof of residency. Acceptable proof includes the following: most recent KUB bill or a copy of your lease agreement or mortgage
  - If you are NOT zoned for West High School and are receiving a transfer, you need to provide a copy of your transfer letter.
  
- Course Selection Sheet**



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### If you are coming from outside Knox County Schools:

- New Student Enrollment Form (yellow)**
  
- Proof of Residency or Transfer Letter**
  - If you are zoned for West High School, you will need to provide proof of residency. Acceptable proof includes the following: most recent KUB bill or a copy of your lease agreement
  - If you are NOT zoned for West High School and are receiving a transfer, you need to provide a copy of your transfer letter.
  
- Guardianship / Divorce Papers** if applicable
  
- Immunization Record** – Immunizations must be recorded and signed on an official Knox County form and can be obtained from your primary physician or from the Knox County Health Department.
  
- Physical Exam** – A current copy of a physical must be on file *within 30 days of a student's first day of school*. Physicals must not be more than 1 year old.
  
- Social Security card COPY**
  
- Birth Certificate COPY**
  
- Course Selection Sheet**

**\*\*\* Before we can enroll a student in our school system and create a schedule, we will need to receive communication from their previous school with their school records including an official transcript.**