

Documents Requested for Enrollment in Blount County Schools

You can bring these documents to the school or upload through our online registration.

1. **Withdrawal Form or last report card** from previous school is helpful for proper placement of the student.
2. **Birth Certificate** (Used for legal proof of age.) If birth certificate is not available you may present state issued id, income tax or state eligibility forms, or a copy of passport, until you can obtain an official birth certificate. The "mother's copy" given in the state of Tennessee is not an official birth certificate.
3. **Health Records (TN State Immunization Form)** If coming from out of state, please take the student's health record to the Blount County Health Department to be transferred onto a TN form.
Blount County Health Department
301 McGhee Street
Maryville, TN 37801

TN State immunization requirements can be found [here](#)

4. **Proof of Residency** Utility Bill, Rental or Lease Agreement, Sales Contract for a house are all acceptable. Other documents may be accepted at the registrar's discretion, please contact your zoned school with any questions.
If you are not zoned for Blount County Schools, you may file a Transfer Request Form, located on our [registration page](#).
During open enrollment in the spring, you can find the appropriate form on our [public notices page](#).

5. **Guardianship Documents** accepted
Both natural parents on **birth certificate**, currently married and living with child.
Divorce papers or parenting contract that outline custodial assignment (signed by Judge).
Court order for appointed guardian (signed by judge).
Power of attorney (TCA 34-6-302) Parents of a minor child may delegate to any adult person residing in the school zone* temporary caregiver authority, when a hardship prevents parents from caring for the child. The three hardships accepted by the school district are:
 - Incarceration of legal custodial parent or guardian (Documentation required)
 - Serious illness (physical or mental) of the legal parent or guardian that prevents them from caring for the child. (Doctor's statement required)
 - Loss or uninhabitability of the child's home as the result of a natural disaster.

Power of Attorney must be on the legal form provided by the Department of Human Services, signed and acknowledged before a notary public, by the parents.

Verification that the guardian that is signing is the legal guardian may be requested by the school. If the power of attorney hardship is for any other reason than listed above, an administrator's approval will be required before it is accepted.

*A proof of residence for the caregiver will be required to be presented before enrollment.