

University Schools

Monitoring: Review: Annually, in March	Descriptor Term: First Time Enrollment	Descriptor Code: 6.203 Rescinds: 200.7 & 200.5	Issued Date: June 2025 Issued:
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Any student entering a University School for the first time must present:

- Two (2) documents establishing Proof of Residency that, if applicable, establishes the 2.0-mile radius residency requirement; documents must be within 30 days of application showing name and address (see acceptable documentation listed below)
- A birth certificate or officially acceptable evidence of date of birth. Examples of officially acceptable evidence of date of birth include documents such as visas, passports, or adoption documentation);
- Evidence of a current medical examination. The medical examination must be completed by a Doctor of Medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse;
- Evidence of state-required immunizations. Parents or legal guardians shall be responsible for having their children immunized against designated diseases as authorized by the Tennessee Commissioner of Health. Proof of immunization shall be established by a certificate of immunization listing all immunizations which a student has received. All certificates of immunization shall be on forms furnished by the Tennessee Department of Health;
 - In the absence of an epidemic or threat, immunizations will not be required from any student whose parent, legal guardian, or custodian files with the school director either (i) a signed document stating that immunization conflicts with the parent's or guardian's religious tenets and practices or (ii) a written statement from a qualified physician excusing such student due to medical reasons. Such proof of exception shall be filed in the same manner as other immunization records and shall be affirmed under the penalties of perjury. A certificate containing documentation of other required health information must be provided in addition to any immunization exception.
 - Additionally, in accordance with the Interstate Compact on Educational Opportunity for Military Children, students of military parents/legal guardians/custodians who enroll or transfer into school for the first time or at any time shall be given thirty (30) days from the date of enrollment or the

time determined by the Interstate Commission to obtain immunization or initial vaccinations for a series of immunizations.

- If transferring from another school, a copy of child's most recent report card

The name used on the records of a student entering school must be identical to the name shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent/legal guardian/custodian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the enrollment team as proof of date of birth. Exceptions will be made for students who meet the federal homeless/migrant provisions and guidelines.

Enrollment by Power of Attorney

For a child of a military family, special power of attorney relative to the child's guardianship and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. Additionally, no tuition shall be charged to a University Schools student of military parents/legal guardians/custodians who is placed in the care of a non-custodial parent/legal guardian/custodian or other person standing in loco parentis who lives outside of the county. Further, the child may continue to attend the school in which he/she was enrolled while residing with the custodial parent/legal guardian/custodian.