

# Enrollment Registration & Attendance

## General Information for Schools and Staff

### Registration Support (2 options)

Parents can visit their child's school to receive assistance or, login their PowerSchool Parent portal to complete the online registration in accordance with MSCS Policy #6002. All students are required to register each year to ensure updated demographic data, opt-in/out forms, and health information.

### Required Documents for New Student Enrollment

#### Proof of Residency (2 items)

- **Proof of Residency (2 items):**
  - Driver's license or state-issued ID
  - MLGW bill, municipal water bill, or mortgage statement/deed
  - Lease/rental agreement, real estate tax receipt, or public assistance/government benefits documentation.
- **TN Immunization Certificate**
- **Proof of Physical:** Physical examination completed within one year of enrollment.
- **Parent/Guardian Photo ID:** Required if registering in person.

#### Additional Documents (preferred):

- Birth Certificate
- Social Security Card

### Kindergarten Entrance Age and Enrollment Information

#### Kindergarten Entrance:

- **Age Requirement:** Children must be **five years old on or before August 15th** to enter kindergarten for the current school year.
- **First Grade Requirement:** Children must be **six years old on or before September 30th** to enter first grade.
- **Kindergarten Attendance:** All children entering first grade must have attended an approved kindergarten program.
- **Transfer Students:** Exceptions are made for legally enrolled first graders from other states under specific conditions.
- **Pre-Kindergarten Programs:** Children who participated in approved pre-kindergarten programs during the previous two years may enter kindergarten early, provided they meet age requirements.

#### Additional Information:

- Parents are encouraged to enroll kindergarten-aged children at the beginning of the school year.
- Students not previously enrolled in kindergarten will not be accepted after 30 days.
- Late-enrolling students with prior kindergarten experience are accepted at any time.
- **Exceptions apply to students under the McKinney-Vento Act (Homeless, Displaced, or Immigrants/Refugees)**

### Enrollment Requirements:

- While proof of residency may be necessary for school assignment purposes, schools cannot deny enrollment based on the inability to provide certain documents, such as those related to immigration status.
- Birth certificates and social security numbers are not mandatory for enrollment.
- Homeless children are exempt from residency requirements.
- In some states, relative caregivers may also be eligible to enroll children.
- For children exiting federal custody, verification of release will facilitate a smooth enrollment process.

### **Shared Residency Verification:**

If a student resides with parents/guardians in another person's home, the homeowner must provide two proofs of residency and the parent/guardian must provide two proofs of residency bearing the student's address.

**Shared Residency Definition:** The student resides with their parents/guardians in another person's home full-time (seven days a week, year-round).

**Student Age:** Meets the age requirements for kindergarten or first grade enrollment.

**Proof of Residency:** Both the homeowner and the parents/guardians must provide specific documentation establishing residency at the shared address.

#### **Documentation Requirements:**

##### **A. Homeowner:**

- Must accompany parents/guardians to registration.
- Provide two (2) proofs of residency from the list below:
- Driver's license or other state/government ID
- MLGW bill or municipal water bill
- Mortgage statement or deed
- Lease/rental agreement
- Real estate tax receipt
- Public assistance/government benefits

##### **B. Parents/Guardians:**

- Provide two (2) proofs of residency bearing the student's address from the list below:
- Driver's license or other state/government ID
- Car registration
- Voter registration
- Payroll stub
- Three (3) significant pieces of mail with a forwarding sticker
- Government assistance communication

**Note:** In exceptional cases when providing two documents is challenging, alternative documentation deemed appropriate by the residency verification department may be accepted. Houseless students are exempt from shared residency requirements.

**Link:** [Shared Residence Form](#)

### **Over-Age for Grade Placement**

#### **Identification:**

- Professional School Counselors assess students who are at least two years over-age for their current grade level within the first 20 days of the new school year.

#### **Evaluation Purpose:**

- The evaluation aims to determine whether placement in an age-appropriate grade level would better serve the student's academic, social, and emotional development.

#### **Truancy Clearance/ Over-Age for Grade Placement:**

- For students who enroll after the first 20 days of the school year, a referral to the Truancy Liaison is necessary to clear enrollment.

### **Multicultural Refugee & Immigrant Registration/Enrollment Assistance:**

#### **Every Child's Right to Education:**

- All children residing within the district, regardless of immigration status, are entitled to a free and appropriate public education under federal law.
- Schools are prohibited from inquiring about a student's immigration status or using this information as a basis for enrollment decisions.

## Attendance Procedures:

- **Regular attendance is mandatory for all students, as stipulated in MSCS policy #6014. Students are expected to be present at school for all designated school days.**
- Teacher must record student attendance using PowerTeacher Pro according to the following guidelines:
  - **Elementary and K-8 Teachers:** Attendance must be recorded in PowerTeacher Pro within fifteen minutes of the start of the school day.
  - **Middle and High School Teachers:** Attendance must be recorded in PowerTeacher Pro at the start of each class period.

## Chronic Absenteeism and Reporting Procedures

### Chronic Absenteeism:

- A student is considered chronically absent if they miss **10% or more** of instructional days (typically **18 days of absence**) in a school year, **regardless of the reason** (excused or unexcused).
- Students with **five or more unexcused absences** are categorized as truant.

### Reporting Procedures:

- As outlined in **MSCS Policy #6014**, parents or guardians must submit a written explanation for their child's absence within **two (2) school days** of their return. This explanation should detail the reason for the absence.

**Please note:** This information is intended for the **Attendance Liaison/Clerical** for reference purposes.

## Attendance Data and Reconciliation

- **Official Record:** The daily attendance side is considered the official record. This information is transmitted to the state's EIS system and utilized by attendance clerical staff and the truancy office.
- **Time Entry:** Time records (clock in/out) must be recorded **for all student entries and exits**. The corresponding absent/present code should be chosen based on the minutes present for the day.

## General Choice Transfers

Under MSCS Policy #6002, the General Choice transfer (GCT) program allows parents to enroll their children in schools outside their designated zone, based on available space, promoting equitable opportunities. For questions, please email [studentservices@scsk12.org](mailto:studentservices@scsk12.org).

The application period ends on Wednesday, August 7, 2024.