



## **ENROLLMENT PROCEDURES OF FOREIGN STUDENTS**

For a student to enroll during the first semester, all documents shall be received, reviewed, and approved by June 30. For a student to enroll during the second semester, all documents shall be received, reviewed, and approved by December 1.

Procedures for students enrolling in a high school with a foreign transcript are below. The foreign exchange organization shall submit the following documents to Student Services:

1. Proof of residence for the host family (two items such as mortgage/lease, home tax receipt, and/or MLG&W utility statement)
2. TN School Immunization Certificate
3. Parent's ID (or Guardianship, if not moving here with parents)
4. Birth Certificate translated into English
5. Current transcript that is translated into English and notarized
6. Passport
7. Visa
8. Signed letter in English stating that the student will not graduate from the high school

If the student is here on a visitor's visa or has earned a diploma, he/she cannot enter a high school. After the student's documents have been verified by Student Services, the Supervisor of 6-12 will evaluate the transcript. The evaluated transcript will be sent to the appropriate school, and the student may enroll.

K-8th grade students with foreign transcripts do not need to be approved through Student Services to be enrolled.