

Ooltewah Middle School

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Principal, Brent Eller
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2010-2011 Hamilton County Department of Education Student Services Proof of Residency Guidelines

* NEW POLICY FOR ALL STUDENTS*

For the 2010-2011 School year, **ALL STUDENTS** are required to show two (2) proofs of residency for their zoned school on or before registration day. (This includes students registered at Ooltewah Middle School in previous years.)

Acceptable documents in the custodial parent/guardian's name are current electric, water, gas, or cable bills within the last 30-60 days, a current lease or mortgage, and Agency or court documentation.

Please check the two proofs of residency you are providing and attach these to your child's registration sheet (specific by grade).

- Electric bill (received within the last 30-60 days)
- Water bill (received within the last 30-60 days)
- Gas bill (received within the last 30-60 days)
- Cable bill (received within the last 30-60 days)
- Current lease
- Current mortgage
- Agency or court documentation

The above documentation is required by Hamilton County Department of Education Student Services in order to enroll all students in any grade. The required documentation should be brought to Ooltewah Middle School *unless* the student falls under the two situations:

- 1)** If a student and his/her custodial parent/guardian are living with another family in the Hamilton County school zone, both families must be present to sign a notarized Affidavit of Housing. Failure to provide accurate information could interrupt your child's enrollment process. The supporting family member or representative must provide two (2) different proofs of current address to be approved for that zone. Acceptable documents are current electric, water, gas, or cable bills within the last 30-60 days, a current lease or mortgage, and Agency or court documentation. In the case of an Agency, a representative must mail or fax a letter to the Student Services Office verifying the student/parent's residence. If the family has moved into the Hamilton County school zone from another town or state they must also provide a copy of a Certified Birth Certificate and Social Security Card. Immunization records must be on a Tennessee form (this can be done at the Health Department at no charge or your private physician). After approval, you will take the immunization form to the school who will notify the parent if a physical is needed.
- 2)** If moving from one school zone to another, the custodial parent/guardian must provide termination-exit\transfer-final bill proof from the previous address and show two (2) different proofs of the new address in the custodial parent/guardian's name (i.e., utilities, DHS, government documents, insurance). Additional information or referral to the school social worker for residential proof may be requested by the Student Assignment Office. In accordance with state law, in order to transfer guardianship/custodianship a petition must be filed, approved, and signed by a judge. Hamilton County no longer accepts a POWER OF ATTORNEY to register a child for school.