

CCHS Enrollment/Registration Packet Cover Sheet

Only a custodial parent or legal guardian may register a student.

Enrollment/Registration Requirements:

- Complete the **ONLINE ENROLLMENT FORM** at this link: <https://forms.gle/Xtx65saZ23Pbc5B16>. Then collect the following as applicable to you.
- Current custody papers/parenting plan required, if applicable, see below:**

Child Custody Documentation is required for any of the following:

 - Natural/adoptive parents are divorced
 - Foster parent, legal guardian, or any court-appointed guardianship
 - If parents are not married, the child's father has no presumptive right of custody to the child, and must obtain court-ordered custody agreement.
 - Please note that power-of-attorney letters do NOT substitute for court-ordered legal documents.
- Proof of Residence (2):**

Items used must be in the custodial parent's/legal guardian's name and show the current address of residency within the county. **Two separate proofs of residency are required.** Some examples include (but are not limited to) the following: Current bills mailed to the home (i.e. utility, gas, cable, electric, etc.), state/local government documents also mailed, the lease/mortgage agreement, etc. *(We cannot use Drivers' licenses or ID cards.)*
- Student's Birth Certificate** (copy)
- Student's Social Security Number** (copy of card)
- A Tennessee Certificate of Immunization Form**

A record of the student's immunizations **MUST** be on this required form. Parents may need to take the child's shot record to the Cocke County Health Dept to have them transferred onto this required form. The local health dept. is located at 430 College Street, Newport, TN. Phone: 423-623-8733. *(If your child is transferring from a TN school this may be included in the school records we will be requesting as detailed below.)*
- School Records**

Our office will request the following from your previous/last school upon your intent to enroll. We will also accept any of these that you have as long as they come in an officially sealed envelope from the previous school.

 - Official transcript, showing earned credits, current/final grades, and test scores. If student is a first-time freshman, we will need proof of promotion to 9th grade from the former school or proof that they were registered to attend 9th grade.
 - A Withdrawal Form, with current grades, showing that fees, books, etc., are not owed to the former school.
 - Attendance and discipline records from the former school.
 - Original home language survey (former school should have copy)
 - For students who have an IEP, the current IEP **AND** the Psychological/Eligibility Report are required
 - For students who are under a 504 plan, please submit a copy of current documentation. The plan/documentation **MUST** be within the last 3 years. *(Please note that this process will need to be re-initiated at the new school, but proof of a past/active plan can help with the process.)*

Cocke County High School Contact Information for Enrollment/Registration:

<p>Cocke County High School School Counseling & Guidance Dept. 216 Hedrick Drive Newport, TN 37821 Phone: 423-623-4010 Fax: 423-623-0077 Email: cchscounseling@cocke.k12.tn.us</p>	<p>Counseling Dept. Staff: <i>(caseload covers student last names starting...)</i></p> <p>Tina Holt – Secretary/Registrar, ext. 121, holtt@cocke.k12.tn.us Crystal McGaha – Counselor (A-D), ext. 119, mcgahac@cocke.k12.tn.us (TBD) – Counselor (E-K), ext. 101, use cchscounseling@cocke.k12.tn.us Danielle Joyce – Counselor (L-R), ext. 120, joyced@cocke.k12.tn.us Miranda Watson – Counselor (S-Z), ext. 153, watsonm@cocke.k12.tn.us</p>
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For BUS information, please contact the Cocke County Bus Garage, at 423-623-2757.