



WCS New Student Enrollment Checklist 2021-22 School Year

PARENT/GUARDIAN RESIDING WITH A LEGAL WILLIAMSON COUNTY RESIDENT

Required: Certified Birth Certificate

**not accepted: mother's copy of birth certificate*

Required: Tennessee Certificate of Immunization Record

Required: Residency Verification Affidavit signed and notarized by both parent/guardian and legal resident verifying proof of Williamson County address

<https://docs.wcs.edu/pdf/enrollment/Enroll-Residency-Affidavit.pdf>

Required: Proof of Residency from legal Williamson County Resident

- **Option 1: Copy of Signed Lease Agreement**
(including renewed lease agreements)
- **Option 2: Signed Executed Settlement Statement**
- **Option 3: Deed**
- **Option 4: Mortgage Statement**

Required: Utility Bill 1 *(from the Williamson County resident)*

- **Options: Electric, Water, Gas, Sewer or connection letter**
**not accepted: cell phone, telephone, cable, internet and satellite service bills*
- **Date: must be for the last month prior to enrollment**

Required: Utility Bill 2 *(from the WC resident and cannot be the same as utility bill 1)*

- **Options: Electric, Water, Gas, Sewer or connection letter**
**not accepted: cell phone, telephone, cable, internet and satellite service bills*
- **Date: must be for the last month prior to enrollment**

Required: Parent/Guardian Residency Documentation 1

- **Options:** checking account, credit card statement, voter registration, copy of paycheck indicating name at the address used, phone bill, or some type of legal mail

Required: Parent/Guardian Residency Documentation 2

(cannot be the same as residency documentation 1)

- **Options:** checking account, credit card statement, voter registration, copy of paycheck indicating name at the address used, phone bill, or some type of legal mail

Required: Parent/Guardian Photo Identification

- **Options: Driver's License, Passport, Passport Card**

Required: Resident Photo Identification

- **Options: Driver's License, Passport, Passport Card**

Required for Early Childhood, Pre-K, Kindergarten, or Students from outside the US:

- **Physical Exam**

Required if Applicable: Parenting Plan or Domestic Relations Order