

Parents' Guide to Enrollment Update and New Student Enrollment 2022-2023

PLEASE READ FIRST

Any student who has ever attended any Coffee County School and is returning to our district is **NOT** a new student. Students in this category **MUST** contact the school registrar for assistance with enrollment.

ALL Kindergarten and Pre-K enrollment will be completed during your assigned phase-in day. Do **NOT** enroll or update any Kindergarten or Pre-K students at this time.

Ninth grade students coming from Manchester City Schools **ARE ENROLLED**. Parents of these students will follow Option 2---Enrollment Update.

Students who have never been enrolled in Coffee County Schools are **New Students**. Parents of these students will use Option 1---New Student Enrollment

The Enrollment Update and New Student Enrollment will open July 20. Parents will choose from one of two options: Option 1---New Student Enrollment or Option 2---Enrollment Update

Option 1--- New Student Enrollment

Parents of students new to our district will follow this link to complete enrollment: https://psv-coffee.tnk12.gov/COF/PXP2_OEN_Login.aspx
As a brief reminder, you will need the following forms to complete the enrollment process:

1. Original copy of birth certificate with number and state seal **or** proof of birth. Mother's copy **is** acceptable. Birth documentation is requested and preferred at enrollment.
2. Student's social security card (not required but preferred)
3. Parent's driver's license (copy will be made). If no driver's license, then a state identification card or passport is acceptable.
4. Proof of legal custody if child not living with both parents. A power of attorney is **not** a custodial document. A custodial document is a parenting plan that is signed by a Judge of the Court.
5. Two proofs of legal residency in Coffee County Schools zone. Examples include utility bills, lease agreements, insurance bills, bank statements, or any other **official** document which lists the current address.
6. Student's Immunization record on the official card from the local health department or physician's office.

New enrollment is only complete when all required and acceptable documentation is received and verified by the school registrar. New parents will be contacted by the email

provided if additional or corrected documentation is required. Some situations will vary according to individual student circumstances.

Option 2--- Enrollment Update

Parents will use ParentVUE to update student information. Option 2 parents will use this link: <https://psv-coffee.tnk12.gov/COF>