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May 2014

***Revision History***

March 2012

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***Review***

Annually

***Date Last Reviewed***

May 2014

A child entering pre-kindergarten shall be no younger than four years of age on or before August 15. A child entering kindergarten shall be no younger than five years of age on or before August 15. Kindergarten is mandatory for all students prior to enrolling in first grade. Students legally enrolled in an approved kindergarten program in another state may transfer to a kindergarten program in Tennessee if they were five years of age on or before December 31.

Students with disabilities are supported through an Individual Educational Programs (IEP) within the Pre-K programs. IEP’s will be developed by the Exceptional Education Department.

All students entering MNPS MUST present proof of immunization, physical examination from within the U.S. and record of birth prior to admission. Appointment cards showing scheduled physicals or immunizations will not be accepted.

**Exceptions:**

* Students transferring from another school in Tennessee will be given thirty (30) days or until the cumulative record is received if sooner, to show proof of immunizations and a physical examination.
* Students transferring from an out-of-state school will be given thirty (30) days to complete their physical examination, however, immunization records MUST be provided prior to admission.

A student shall be enrolled using the name that appears on student’s certificate of live birth or certificate of birth by adoption, if the adoption occurred prior to the student’s entrance into school, and such student shall be known by such lawful name in all facets of school records, report cards, student testing and any school activities (TCA § 49-6-5106). For English Learners (EL), the student shall be enrolled using the name that appears on the birth certificate, passport, or visa. Additionally, verification of legal address, proof of legal custody and the presence of a legal guardian are required. Non-native English speaking students must present this documentation at the EL office. If a child meets the definition of homeless under the McKinney-Vento Homeless Assistance Act, these records are not required prior to enrollment. Appropriate time shall be provided for the parents/guardians to obtain the necessary information. The principal may call the student’s previous school and forward the Release of Information form to request the records be sent or the school may contact The Homeless Education Program Office for assistance with obtaining the records.

**Immunizations and Health Examinations**

State law (T.C.A. 49-6-5002) requires schools through 12th grade to accept only an Official Certificate of Immunization provided by the Department of Health, completed and signed by a physician or health care provider administering immunizations, as proof of immunization for enrollment purposes. Official certificates may be completed by local health departments or by a Tennessee health care provider. The health provider signature affirms that the child meets the requirements as indicated. Certificates are valid only for the date and/or grade level(s) as documented on the certificate and updated certificates may be required for continued enrollment. It is preferable for the parent/guardian to give the school an original, but schools may accept properly completed and legible, faxed copies of the Tennessee Department of Health official Certificate of Immunization or an e-mailed, scanned certificate. Schools may fax certificates as part of the routine of faxing student records from one school to another. Immunization certificates and any attachments must be filed in the student’s cumulative school record.

Immunization certificates can be any color paper including white and on any weight paper. **Schools should not provide parents or students with blank immunization certificates.** Health providers will provide the forms. If a school distributes a copy of the immunization certificate for clarification purposes, **SAMPLE** must be written across the identifying information section.

**Immunization Requirement Summary:**

**Tennessee Department of Health Rule 1200-14-1-.29**

**Effective July 2010**

**Children in Pre-School and Pre-Kindergarten**

* Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
* Hepatitis B (HBV)
* Poliomyelitis (IPV or OPV)
* *Haemophilus influenzae* type B (Hib): age younger than 5 years only*)*
* Pneumococcal conjugate vaccine (PCV): age younger than 5 years only
* Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
* Varicella (1 dose or history of disease)
* Hepatitis A (1 dose by 18 months of age)

**Children entering Kindergarten**

* Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
* Hepatitis B (HBV)
* Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
* Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
* Varicella (2 doses or history of disease):
* Hepatitis A (2 doses): *effective July 1, 2011*

**Children entering 7th grade**

* Tetanus-diphtheria-pertussis booster (“Tdap”) regardless of TD history
* Verification of immunity to varicella (2 doses or history of disease)

**Children who are new enrollees in a TN school in grades *other than* K or 7th:**

* Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
* Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry
* Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
* Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
* Varicella (2 doses or history of disease): previously only one dose was required

**Children with medical or religious exemption to requirements:**

* **Medical**: Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
* **Religious**: Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. *If* documentation of a health examination is required, it must be noted by the health care provider on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.

**Adult students new to the District**

* Students who plan to attend Cohn Adult Learning Center and are new to the District are required to complete the Tennessee Certificate or Alternative Tennessee Adult Immunization form prior to admission. Forms are available on site at the school.

**Recommended (not required) Vaccines:**

* Some vaccines against serious childhood diseases are recommended for all children, but are not required for school attendance. These include vaccines against influenza, and, beginning at age 11, meningococcal disease. All children should be age-appropriately immunized with all recommended vaccines to prevent these serious childhood infections.

**Non-compliance of Immunizations:**

According to TCA § 49-6-5001, children must be immunized prior to attending any school. If a child is identified as being out of compliance with the immunization standard, the principal is responsible for notifying the parent/guardian in writing of the deficiency. The letter shall request that the parent/guardian take the child to the Health Department or to a private physician to obtain the immunization(s). In addition, the letter shall indicate that the parent has 5 days to return the required Certificate of Immunization to the school. A copy of the dated letter shall be kept at the school. Following the allotted time period and to be in compliance with the law, the child shall not be allowed to return to school until the immunization certificate is presented to the school.

**Students transferring from an out-of-state school**

Students must provide the school the Tennessee Certificate of Immunization before being admitted. Students can have an appointment scheduled for the required physical examination but must have the proper immunizations to be enrolled.

The appointment for the physical exam must be scheduled and completed within 30 days. The parent is responsible for providing the school the physical results the day after the scheduled appointment. On the 31st day, students will be excluded from school until proof of a health examination is provided. A prior physical exam received within the United States can be used if it is within one year of the date of entry into school.

**Students transferring from another school in Tennessee**

Students have 30 days or until the cumulative record is received if sooner to show proof of immunizations. If the immunization record is not received within this time frame or shows deficiencies, the student cannot return to school until proof of required immunizations is provided.

Students have 30 days or until the cumulative record is received if sooner to show proof of a health examination. The examination must have occurred within one year of the student’s entry date. If the health examination requirement has not been met, students have 30 days from the receipt of the record to provide proof of a health examination. Local schools must document communication to the parents of the needed examination. On the 31st day, students will be excluded from the school until proof a health examination is provided.

***References/Authority***

TCA § 49-6-5001

TCA 49-6-5002

TCA § 49-6-5106

ELL Registration Guidelines

SP 6.154 Residency Status of Students (MNPS Policy)

Tennessee Department of Health Rule 1200-14-1-.29