

Ooltewah Middle School
5100 Ooltewah-Ringgold Road
Ooltewah, TN 37363

Phone: 423-238-5732
Fax: 423-238-5735



Principal, Brent Eller
Assistant Principal, David Carpenter

Registration Requirements

Parent/Guardian:

To enroll a student at Ooltewah Middle School you will need to provide the following:

If the student is coming from another **Hamilton County** public school:

- 1- **Two proofs of residency** (see *Proof of Residency Guidelines*)
- 2- Proof of custody *if* legal custody has been issued by a court, as in divorce, adoption, foster care, etc., court documentation must be attached- eg. divorce decree, adoption order, power of attorney, etc.
- 3- Registration packet (attached, or provided by OMS) completely filled out. Including the following:
 - a. Hamilton County Schools Registration sheet
 - b. Proof of Residency Guidelines
 - c. Emergency Dismissal Form
 - d. Messaging Service Phone Number and Email Confirmation Form
 - e. Request for Records Sheet
 - f. Special Education Information Sheet
 - g. Home Language Survey
 - h. OMS Cell Phone & Electronic Device Usage Policy Sheet- Signed
 - i. OMS Dress Code Policy (Do not return)
 - j. Additional information sheets (Attendance Law/HCDE Policy/Procedures- signed, Parental Notification Form- Notice of Nondiscrimination (Do not return), *Discrimination is Against the Law* sheet (Do not return).

If the student is **not** coming from a **Hamilton County** public school you will need to provide everything listed above **AND**:

- 4- Copy of student's original birth certificate with state seal
- 5- Copy of original social security card
- 6- Immunizations on TN Green Card (If student is from out of state, you will need to take a copy of immunizations to Ooltewah Health Department, 5520 High Street (238-4269), to have them placed on a TN Green Card.)
- 7- TN Blue Physical Form filled out by doctor or appointment card for a physical (must be current w/in past 12 months.)
- 8- Any records regarding Exceptional Education placement from former school (can be faxed to our Guidance Department at 423-238-5735).

Please feel free to contact our School Counselor, Joan Feiling, with any questions.
Phone: 423-238-5732 x. 271 Email: feiling_j@hcde.org

A 24- hour time period is necessary to process the registration materials and schedule a student.