METROPOLITAN Nashville PUBLIC SCHOOLS

2601 Bransford Ave , Nashville, TN 37204
(615) 259-8608 FAX (615) 214-8655

Office of English Learners

Dear Parents,

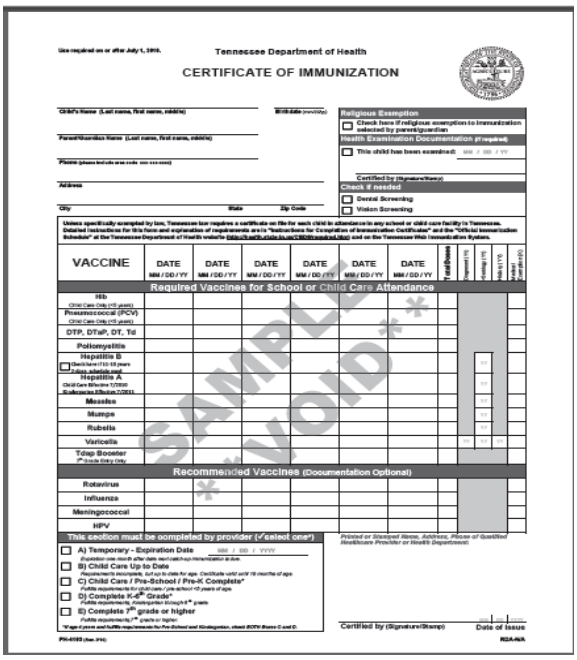
All students registering in MNPS at any school must complete a **Home Language Survey**. If your child speaks a language other than English, he/she must be assessed at the Office of English Learners.

Please call **259-8608** to make an appointment. Have the following information available when making an appointment:

- Student's full name and date of birth
- Home phone or cell phone number

You must bring the following to your appointment:

- Student's birth certificate, I-94, passport or visa.
- Immunization records on TN Format (New Form).
- Proof of the student's physical examination performed in the U.S. that is less than one (1) year old or appointment card for scheduled Physical Exam.
- Proof of residence (Water, Electric, Phone bill or rent / lease contract with parent's name).
- One parent / legal guardian must be present with picture ID.
- Previous information of Special Education, if applicable.
- School records, if available.


Tennessee Department of Health

CERTIFICATE OF IMMUNIZATION

Religious Exemption

Check here if religious exemption to immunization selected by parent/guardian

Health Examination Documentation (if required)

This child has been examined: MM / DD / YY

Certified by (Signature/Stamp)

Check if needed

Dental Screening

Vision Screening

Unless specifically exempted by law, Tennessee law requires a certificate on file for each child in attendance in any school or child care facility in Tennessee. Detailed instructions for this form and explanation of requirements are in "Instructions for Completion of Immunization Certificates" and the "Official Immunization Schedule" at the Tennessee Department of Health website (http://health.state.tn.us/ceds/required.htm) and on the Tennessee Web Immunization System.

VACCINE	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	DATE MM / DD / YY	Total Doses	Kindergarten	7th Grade	12th Grade	Childcare (Ages)
Required Vaccines for School or Child Care Attendance											
Hib (Child Care Only (<5 years))											
Pneumococcal (PCV) (Child Care Only (<5 years))											
DTP, DTaP, DT, Td											
Poliomyelitis											
Hepatitis B (Children (13-18 years of age, adults) and Hepatitis A (Child Care Effective 1/2010 Kindergarten Effective 7/2011)											
Measles											
Mumps											
Rubella											
Varicella											
Tdap Booster (7th Grade Entry Only)											
Recommended Vaccines (Documentation Optional)											
Rotavirus											
Influenza											
Meningococcal											
HPV											

This section must be completed by provider (✓select one*)

A) Temporary - Expiration Date MM / DD / YYYY (Expiration date month after date each dose/booster immunization is due.)

B) Child Care Up to Date (Requirements incomplete, but up to date for age. Certificate valid until 18 months of age.)

C) Child Care / Pre-School / Pre-K Complete* (Fulfills requirements for child care / pre-school <5 years of age.)

D) Complete K-8th Grade* (Fulfills requirements, Kindergarten through 8th grade.)

E) Complete 7th grade or higher (Fulfills requirements 7th grade or higher.)

*If age of dose and fulfills requirements for Pre-School and Kindergarten, check BOTH Boxes C and D.

Printed or Stamped Name, Address, Phone of Qualified Healthcare Provider or Health Department

Certified by (Signature/Stamp) Date of Issue

PH-4155 (Jan. 2010) RDA-N/A

SAMPLE **VOID**

PLEASE plan to be in the office 30 – 45 minutes to complete the testing and registration process. Be aware that a high school student may take longer so, plan your schedule accordingly. The reception area is small and needs to be quiet for testing. Limit the number of family members you bring to the appointment.

<u>What to expect during your appointment:</u>

- Staff will make copies of necessary documents for school.
- Staff will help you fill out enrollment paperwork and ask some questions regarding the student's previous education experience.
- Your child will be given an English proficiency test in writing, reading, speaking, and comprehension.
- You will be offered English Learner Services for your child, if necessary.
- Nurse will inform you if any additional immunizations will be needed before your child can start school.
- You will be given information about the school to which your child will be assigned based on the family's address.

<u>After your appointment:</u>

- Take paperwork to your child's school and the school will enroll your child.

Sincerely,
The Office of English Learners