

LEBANON SPECIAL SCHOOL DISTRICT  
Memorandum

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**TO:** Parents/Guardians  
**FROM:** Dr. Sharon Roberts, Director of Schools  
**RE:** Registration for the 2009-2010 School Year

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**Proof of Residence:**

The following items will be accepted as proof of residency during the registration process (Registration Day is July 27, 2009, and/or date of onsite registration):

1. Utility and/or telephone bill identifying the name and address of the parent/guardian as presented on the enrollment form;
2. Notarized letter from the manager/landlord if utilities are included in the rent payment;
3. Property tax bill supported by other acceptable documents that contain proof of residence (i.e. driver's license, etc.).

**Student Transfer Procedures:**

If you are interested in applying (or reapplying) for an out of zone or out of district transfer for your child so that he/she may attend one of the Lebanon Special School District schools, the "Request for Student Transfer" form must be completed and submitted to the principal or to Central Office.

If you are requesting an **out of zone transfer\*** (from your zoned LSSD elementary school to another LSSD elementary school), then you should complete the form and turn it in to your current school, the requested school, or the Central Office. The request will be reviewed by the appropriate administrator(s) before my office makes final approval. If your request is made after school is out for the summer, you must complete the form at our Central Office or download our form from our website and mail to our Central Office. **You will be informed of your transfer request status in writing in July.**

If you are requesting an **out of district transfer\*** (from another district into Lebanon Special School District), then you should complete the form and turn it in to either the requesting school's principal or Central Office. After being reviewed by the principal of the school and the Director's office, **you will be informed of the status of your request in writing in July.**

- **Please know that any new requests for student transfers to Coles Ferry Elementary will be scrutinized by the principal and Director per Board Policy due to increased enrollment during the past few years.**

The "Request for Student Transfer" form may be obtained at any of our schools, in the Central Office, or on-line ([www.lssd.org](http://www.lssd.org)). If you are mailing forms, please use this address: 701 Coles Ferry Pike, Lebanon, Tennessee, 37087.

**All transfer requests will be approved pending space availability and may be revoked at any time due to increased enrollments of zoned students in a particular school's grade level, chronic misbehavior, and/or chronic attendance issues.**

**No transportation will be provided for students on approved transfers.**