

Jefferson Middle School

Withdrawal Procedures: Summer Break

What should I do if my child will not be attending JMS for the next school year?

If you are moving over the summer, please complete an Intent to Withdraw Form (attached), and drop off, mail or email your intent form to Jefferson Middle School. If you are unable to print this form, please contact Amy Myers, Registrar.

Jefferson Middle School, 200 Fairbanks Rd, Oak Ridge, TN

Email: amyers@ortn.edu, (865) 425-9302

What will happen after JMS receives the Intent to Withdraw Form?

The JMS Registrar can put together the following records for you to take to the new school. The new school will also receive records directly from JMS when they send us a request. If a student owes fees for laptop damage, library books, cafeteria, etc., the balance will need to be paid. A student with a school debt may be denied a grade card and transcripts until restitution is made.

- Intent to Withdraw Form
- Final Report Card with promotion status
- Course Recommendations
- TN Certificate of Immunization

What else will I need to enroll my child in a new school?

- Birth Certificate
- Proof of Residency
- Immunization Certificate (Moving out of TN? Take your child's TN Immunization Certificate with you to have transferred to the new state certificate)
- School Entry Physical, if moving to a new state
- Proof of Legal Guardianship (if applicable)
- Final Report Card
- Other District specific requirements

Important: Jefferson Middle School/Oak Ridge High School must receive a request for records from the new school, as proof of enrollment, before withdrawing your student from Oak Ridge Schools.

You may receive attendance calls, if the new school starts later than ORS. We are aware of the possible gap between school calendars and returning the summer intent to withdraw form will prevent truancy concerns.