

New Student Registration Guide

In-Person Residency Verification: While residency documents must be uploaded during the initial online registration, all new students are also required to have their residency verified in-person at their assigned school.

Verification appointments will be held over the summer. School personnel will contact parents and guardians directly to schedule an appointment time.

Required Information & Documents

Please have the following information ready before you begin the online process. If you encounter any issues uploading files, please contact your child's assigned school for assistance.

- Household Information: Current address and phone numbers
- Parent/Guardian Information: Work and cell phone numbers, email addresses
- Emergency Contacts: Names and phone numbers (home, work, and cell), email addresses
- Prior School Information: School name, city, state, country, and phone number (if applicable)
- Health Provider Information: Primary physician(s) names and phone numbers
- Certified copy of student's Birth Certificate
 - If birth certificate cannot be submitted during time of enrollment, parent/guardian can submit an officially acceptable evidence of date of birth (e.g., passport, military ID)
- Parent's/Guardian's driver's license, passport, or military ID
- **Two Proofs of Residency:** Please review the **Accepted Documents** list below (page 2) to ensure your files meet district guidelines.
- Tennessee Department of Health Immunization Certificate
- Transcript or Report Card
- Custody Papers and Parenting Plan (if applicable)

If you are unable to upload required documents during online registration, you will need to bring them to your child's assigned 2026-2027 school.

Proof of Residency

Please upload the documents in the Proof of Residency section of the registration portal.

Parents/guardians must provide **TWO** of the following items showing the parent/guardian's name and address to prove Lakeland residency. Proofs of residency must be dated within **thirty (30) days from the date you complete online registration:**

- Most recent MLGW or municipal water bill
- Mortgage statement or deed
- Lease
- Rental Agreement
- Real Estate tax receipt
- Public assistance/government benefits check, card, or papers

In the event that two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence. Please contact your child's assigned school for more information.

Documents Required: Summer Residency Verification Appointment

Please bring the following original documents to your appointment:

- Two (2) Original Proofs of Residency (for summer verification appointment)
 - **The proofs of residency must be dated within thirty (30) days of the date of your summer verification appointment.**
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Immunization Information

7th Grade Immunization Requirements In accordance with Tennessee state law, all incoming 7th graders must provide an updated **Tennessee Department of Health Immunization Certificate** featuring:

- **Varicella (Chickenpox):** Documentation of two doses or a credible history of the disease.
- **Tdap Booster:** Evidence of one tetanus-diphtheria-pertussis booster.
- For more information, please [visit the TN Immunization Requirements page.](#)