

Shared Residence Registration Guide

After completing online registration, please return to the “Shared Residence” tab to access the link for scheduling your Shared Residence Verification appointment. If you have students at both Lakeland Elementary (LES) and Lakeland Prep (LPS), you may complete the process for all your children at a single location.

On this page, you will also find the Shared Residence Affidavit and detailed Shared Residence Information, including required documentation for your appointment.

Online Registration Required Information

Please have the following information ready before you begin the online process:

- 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 (new/kindergarten students): School name, city, state, country, and phone number (if applicable)
- Health Provider Information: Primary physician(s) names and phone numbers

Additional Requirements for New & Kindergarten Students

If you are registering a new student or incoming kindergartener under a shared residency, please ensure the following documents are uploaded during the online registration process:

- Proof of Identity: Parent/Guardian driver’s license, passport, or military ID.
- Birth Certificate: Certified copy (or officially acceptable evidence of birth date).
- Health Records: Tennessee Immunization Certificate.
- Academic Records: Most recent report card or high school transcript (if available).
- Legal Documents: Current parenting plans or custody documents (if applicable).

If you encounter any issues uploading files, please contact your child’s assigned school for assistance.