

Returning Registration Guide

All students must complete the registration process annually.

Please have the following details 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:** Primary address and home phone numbers.
- **Parent/Guardian Contact:** Cell phone numbers, work numbers, and active email addresses.
- **Emergency Contacts:** Names, phone numbers, and email addresses for those authorized to act on your behalf.
- **Two Proofs of Residency:** Please review the **Accepted Documents** list below (page 2) to ensure your files meet district guidelines.
- **Medical Providers:** Names and phone numbers for your child's primary physician
- **Student Health History:** An updated record of your child's health conditions or any changes from the previous year.

7th Grade Immunization Requirements In accordance with Tennessee state law, all incoming 7th graders (including currently enrolled students) 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](#).

Custody and Parenting Plans If there have been any legal changes to your child's custody or parenting plan, please **upload** the updated court documents. If your current documents on file remain accurate, no further action is required.



Proofs 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:

- 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.
