

Parents' Guide to Kindergarten Registration 2021-2022

- Coffee County Schools registers students with an online student management system called Synergy.
- There are **two** options parents will choose from when entering student information:

(1) **New/returning students** (means your child did not attend any Coffee County school in the 2020-21 school year)

- New Kindergarten parents to our district will follow this link: https://psv-coffee.tnk12.gov/COF/PXP2_OEN_Login.aspx

(2) **Current Student** Information Update (used for students who did attend Coffee County Schools in the 2020-21 school year).

- If your child attended **Pre-K** with Coffee County Schools, then you will register as a current student using **option 2**.
- Pre-K parents from last year will have a parent account. Please contact the registrar at your school for an “activation key”. If you had older children in our system and have activated your Parent VUE account, then your credentials do not change.
- Parents of current students will follow this link: <https://psv-coffee.tnk12.gov/COF>

** As a brief reminder, you will need the following forms to complete registration:

1. Original copy of birth certificate with number and state seal. Mother's copy is **not** acceptable.
 2. Student's social security card (not required but prefer to be provided).
 3. Parent's driver's license (copy will be made).
 4. Proof of legal custody if child not living with both parents. A power of attorney is **not** a custodial document. A custodial document is a parenting plan that is signed by a Judge of the Court.
 5. Two proofs of legal residency in Coffee County Schools zone. Examples include utility bills, lease agreements, driver's license, insurance bills, bank statements, or any other official document which lists the current address.
 6. Student's Immunization record on the official card from the local health department or physician's office.
- If you need further assistance, please see the school registrar.