



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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# **New Student Registration for the 25-26 School Year is Now Open!**

We are excited to announce that registration for the 25-26 school year is now open!

Registration is done entirely online on Aspen. To begin registration, just go to this site:  
<http://lakenheathes.dodea.edu/school-registration>

Before you begin, here are some tips that will help you get your questions answered and make the process as smooth as possible.

## **Age Requirements:**

- Preschool: A child must be four years old by September 1st
- Kindergarten: A child must be five years old by September 1st
- First Grade: A child must be six years old by September 1st

## **Required Documents to Upload:**

- Proof of address (TLF documents are acceptable during in-processing; once permanent housing is secured, updated proof of address will be required).
- Proof of age (such as a birth certificate or passport).

- Immunization records.
- Sponsor's orders for **current** tour of duty.

**Tips to Ensure that your Registration is Approved:**

- Emergency Contacts: Make sure to provide at least one local **and** one stateside emergency contact.
- Address: Include **both** the mailing (PSC) address and physical address in the sponsor and spouse details section.

If you have any questions or need assistance, feel free to reach out to our registrar at [anna.waybright@dodea.edu](mailto:anna.waybright@dodea.edu)

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