



Registration Requirements PreK – 12

1. **Certified Original Birth Certificate, U.S. Passport or Visa** (we do not accept 1-20 Student Only Visas)
2. A **notarized** "Avon Lake City Schools Affidavit of Residency" must be completed and returned with two (2) Proofs of Residency -- Parent/Guardian name and Avon Lake address need to be on all proofs.

The **first** Proof of Residency **MUST** be:

- Signed Lease
- Signed Purchase Agreement indicating Closing Date
- Mortgage Statement
- Deed

The **second** Proof of Residency may be one of the following:

- Current Utility Bill (No Telephone Bills)
- Homeowner or Tenant Insurance Policy
- Most Recent Pay Stub with Address
- Current Bank Statement with Address
- Municipal Income TAX Bill (R.I.T.A.)

If your lease is a month-to-month lease, you will be required to provide proof of residency each school year.

3. In addition to the above stated documents, if living with or in a home owned by another Avon Lake resident, a **notarized** "Families Residing with Relatives or Friends" must be completed. The Avon Lake relative/friend must complete this form and provide their two proofs of residency as indicated on the form itself.
 - o *Notarization can be obtained at the Avon Lake Public Library or during registration through the Registrar's Office.*
4. Valid Driver's License/Picture I.D.
5. Guardianship Papers, *if applicable*
6. Custodial Papers, *if applicable*
7. **Completed** Immunization Record