



## **ONLINE REGISTRATION INSTRUCTIONS**

All registrations are completed online. Please go to [www.perry-lake.org](http://www.perry-lake.org) Click on Registration/Withdrawal, and then click the online registration link for the current school year.

All questions must be answered completely before clicking on SUBMIT. One application is done for all students being enrolled.

### **You will be asked to upload a variety of documents. Those documents are:**

Copy of your picture ID (usually a driver's license)

**2** current proofs of residency (only those listed below will be accepted):  
Gas, water, electric bill, homeowner's insurance bill, mortgage statement,  
Lease (all pages), front page of purchase agreement, bank statement,  
Voter registration – any **TWO** of these

If you have just moved to Perry, we understand that you may not have 2 proofs of residency at first. Please upload one and then, within 60 days, email a second one to Ann Aucelli at [aucellia@perry-lake.org](mailto:aucellia@perry-lake.org)

Custody documents or court orders – ALL pages

Birth Certificate for each student being enrolled

Records Release for each student transferring from another school. A link to download the blank form is available within the online enrollment application.

Immunization records, or Ohio Health History packet for new kindergartners  
(a link to print the Ohio Health History is available within the online enrollment application).

If you do not have access to a scanner, please take a picture of each document with your phone and upload the pictures.

If you are unable to scan a multi-page document, please take a picture of each page with your phone and email them to Ann Aucelli at [aucellia@perry-lake.org](mailto:aucellia@perry-lake.org) She will be happy to upload them for you.

Enrollments cannot be completed until all documents (except for the Ohio Health History) have been uploaded or emailed.

Please call Ann Aucelli, Student Services Coordinator, at (440) 259-9200 x.9216 if you have questions.