

**Students**

**Administrative Procedure - Establishing Student Residency**

Actor	Requirements and Actions that Must Be Completed
<p>Anyone Seeking to Enroll a Student</p>	<p>Must present a certified copy of the student’s birth certificate.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> <li>Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)</li> <li>Mortgage papers (homeowners)</li> <li>Signed and dated lease and proof of last month’s payment, e.g., canceled check or receipts (renters)</li> <li>Letter from manager and proof of last month’s payment, e.g., canceled check or receipt (trailer park residents)</li> <li>Letter of residence from landlord in lieu of lease (7:60-AP2, E1)</li> <li>Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)</li> </ul> <p><u>Category II</u> (Two documents showing proper address are required)</p> <ul style="list-style-type: none"> <li>Driver’s license</li> <li>Vehicle registration</li> <li>Voter registration</li> <li>Most recent cable television and/or credit card bill</li> <li>Current bank statement</li> <li>Current public aid card</li> <li>Current homeowners/renters insurance policy and premium payment receipt</li> <li>Most recent gas, electric, and/or water bill</li> <li>Current library card</li> <li>Receipt for moving van rental</li> </ul> <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u></p> <p>Must provide one of the following within 60 days after the date of student’s initial enrollment)</p> <ul style="list-style-type: none"> <li>Postmarked mail addressed to military personnel</li> <li>Lease agreement for occupancy</li> <li>Proof of ownership of residence</li> </ul> <p><u>Military Personnel with Legal Custody of a Child Who Want to Keep the Child Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</u></p> <p>Upon submitting a written request, the student’s residence will be deemed to be unchanged for the duration of the custodian’s military service obligation. The District, however, is not responsible for the student’s</p>

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	transportation to or from school. <u>Military Personnel Placing Nonresident Child with Non-Custodial Parent While on Active Military Duty.</u> A student will not be charged tuition while he or she is placed with a <i>non-custodial parent</i> (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any “special power of attorney” created by the student’s parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student’s temporary record.
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student</i> form, School Board exhibit 7:60-AP2, E3.

**IMPORTANT:**

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law. 105 ILCS 5/10-20.12b(e).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor. 105 ILCS 5/10-20.12b(f).