

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 or registered birth certificate for the student (not hospital 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>Deciding which documents prove residency is a local matter; thus, these categories may be amended but documents required, when taken together, shall not result in a requirement for proof of legal presence, such as a Social Security number.</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners) <input type="checkbox"/> Mortgage papers (homeowners) <input type="checkbox"/> Signed and dated lease and proof of last month’s payment, e.g., canceled check or receipts (renters) <input type="checkbox"/> Letter from manager and proof of last month’s payment, e.g., canceled check or receipt (mobile home residents) <input type="checkbox"/> Letter of residence from landlord in lieu of lease (7:60-AP2, E1) <input type="checkbox"/> Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2) <p><u>Category II</u> (Two documents showing proper address are required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Driver’s license <input type="checkbox"/> Vehicle registration <input type="checkbox"/> Voter registration <input type="checkbox"/> Most recent cable television and/or credit card bill <input type="checkbox"/> Current public aid card <input type="checkbox"/> Current homeowners/renters insurance policy and premium payment receipt <input type="checkbox"/> Most recent gas, electric, and/or water bill <input type="checkbox"/> Current library card <input type="checkbox"/> Receipt for moving van rental <input type="checkbox"/> Mail received at new residences <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"> <input type="checkbox"/> Postmarked mail addressed to military personnel <input type="checkbox"/> Lease agreement for occupancy <input type="checkbox"/> Proof of ownership of residence

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	<p><u>Military Personnel Wanting to Keep Child/Ward 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 transportation to or from school.</p> <p><u>Military Personnel Placing Non-Resident Child/Ward with <i>Non-Custodial Parent</i> While on Active Military Duty.</u></p> <p>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.</p>
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 non-resident tuition from the date the student began attending a District school as a non-resident.

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)).

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