



**HOST FORM FOR VERIFICATION OF RESIDENCY  
2017-2018 School Year**

A person seeking to enroll a student should use this form as evidence of residency when residency is shared with another family within the district. Parent/Guardian will also be required to complete Verification of Residency form and provide three (3) bills/statements documenting parent/guardian name and address. Return this completed form, along with host's residency documentation, to the school office. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**Step 1: To be completed and signed by the parent/guardian**

_____	_____
Student's Name	School
_____	_____
Student's Name	School
_____	_____
Student's Name	School
_____	_____
Parent/Guardian	Phone Number
_____	_____
Address	City
_____	State/Zip Code

I certify that we are living at the address above with the host named below.

_____	_____
Signature of Parent/Guardian	Date

**Step 2: To be completed and signed by the individual responsible for the residence**

_____	_____
Name of the individual who is responsible for residence	Phone Number

I am responsible for this residency by:  ownership,  lease, or  other \_\_\_\_\_

Total number of: Persons living at this residence \_\_\_\_\_ Rooms in residence \_\_\_\_\_ Bedrooms \_\_\_\_\_

State the reasons for this living arrangement, including your relationship to the individual enrolling the child:

\_\_\_\_\_

I certify that this information is true and that the individuals named above are living in my residence.

_____	_____
Signature of the individual who is responsible for the residence	Date

**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)).

**OVER**

Student(s) Name(s) \_\_\_\_\_

**Step 3: To be completed by the individual responsible for the residence**

You must provide documentation showing you **live at** the address listed above. If you have already proven residency for your own student for the 2017-2018 school year, please indicate your student's name and school below. If you have not proven residency for this school year, you will need to provide documentation as outlined below.

I have proven residency for my student(s): \_\_\_\_\_  
who attend(s): \_\_\_\_\_ for the 2017-2018 school year.

Please provide a copy of all four (4) of the following documents. All documents must be current and show your name and address. You should black out account and social security numbers on the documents.

You **must** provide one (1) document from Category A **and** three (3) documents from Category B. One document must be a utility bill or have been received via US mail.

**Category A – One (1) document required**

**Category B – Three (3) documents required**

<ul style="list-style-type: none"><li>• Real estate tax bill</li><li>• Mortgage document or closing statement</li><li>• Signed, dated lease <b>with proof of 2 rent payments*</b></li><li>• Notarized Renter's Form or letter from landlord <b>with proof of 2 rent payments*</b></li><li>• Military housing letter</li></ul> <p><small>*Landlord's signature on hand-written receipts must be notarized.</small></p>	<ul style="list-style-type: none"><li>• Gas bill</li><li>• Electric bill</li><li>• Water/Sewer bill</li><li>• Phone bill</li><li>• Insurance bill</li><li>• Vehicle registration</li></ul>	<ul style="list-style-type: none"><li>• Cable bill</li><li>• Bank statement</li><li>• Credit card statement</li><li>• City sticker receipt</li><li>• Other approved bill</li><li>• Driver's license/State ID</li></ul>
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**Please note that students will not be allowed to begin school without the required verification of residency. The district has the authority to conduct a home visit and/or require additional documentation to verify residency.**

<u>Office Use Only</u>	
Document Received	Date on Document
Cat A _____	_____
Cat B _____	_____
Cat B _____	_____
Cat B _____	_____
Renter's proof of rent payment: Month 1 _____ Month 2 _____	
<input type="checkbox"/> I have verified that host has proven residency for the 2017-2018 school year for his/her own student at _____.	
Documents verified by: _____	