



**VERIFICATION OF RESIDENCY AND ENROLLMENT
2017-2018 School Year**

Student's Name: _____ School: _____

Student's Name: _____ School: _____

Student's Name: _____ School: _____

I, _____, live at _____
Name of Parent/Guardian *Address*

which is located within the boundaries of Central Community Unit School District #301.

Step 1: Residency Verification

Do you: ___ Own your own home ___ Rent ___ Other: _____

You must provide documentation showing you **live at** the address listed above. 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. If you live with another family in D301 boundaries, please complete a Host Form.

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"> • Real estate tax bill • Mortgage document or closing statement • Signed, dated lease with proof of 2 rent payments* • Notarized Renter's Form or letter from landlord with proof of 2 rent payments* • Military housing letter • Completed Host Form <p><i>*Landlord's signature on hand-written receipts must be notarized.</i></p>	<ul style="list-style-type: none"> • Gas bill • Electric bill • Water/Sewer bill • Phone bill • Insurance bill • Vehicle registration • Cable bill • Bank statement • Credit card statement • City sticker receipt • Other approved bill • Driver's license/State ID
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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.

Complete below only if claiming homeless

Our family has not had a permanent residence since: _____

Address of last permanent residence: _____

Last school attended: _____

___ Living in a shelter: _____

___ Sharing housing with others due to loss of housing, economic hardship, or similar reason

___ Living at a train or bus station, park, or in a car ___ Living in a hotel, campground, or other similar situation

___ Living in an abandoned apartment/building ___ Disaster victim

___ Unaccompanied youth ___ Child is temporarily housed/awaiting DCFS placement

___ Other: _____

Please indicate any social service agencies with whom you are currently working: _____

Your child may qualify for additional services. Please ask the registration staff for more information or contact the District's McKinney-Vento Liaison at 847-464-6005.

OVER

Student's Name: _____

Step 2: Relationship to Student

You must provide a certified, original birth certificate. A copy will be made and the original returned to you. If a birth certificate is not available at the time of registration, other proof of the child's identity and date of birth is required, along with a signed affidavit.

Check ONE below:

- I am the natural or adoptive parent listed on the birth certificate. (Please provide current custody agreement, if applicable.)
- I was granted court-ordered guardianship. (Provide copy of current court document.)
- I receive public aid on behalf of the child. (Provide current copy of documentation showing receipt of aid.)
- I have assumed and exercise responsibility for the child and provide him/her with a fixed, nighttime abode.*

**Please check each of the following boxes to be true and accurate*

- The child is living with me because _____
- I am at least 18 years of age.
- The child eats and sleeps at my residence on a regular basis.
- The child is not living with me for the sole purpose of having access to the educational programs of the school district.

Step 3: Affirmation and Warning (MUST be completed in the presence of a District 301 employee)

Please read and initial each statement:

_____ I/we affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete, and accurate.

_____ I/we understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

_____ I/we understand that knowingly enrolling or attempting to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor and I/we will be liable for payment of tuition, fees, and all other applicable fines.

_____ Further, I/we agree that, should any statement herein be found to be false, and the residence of the student(s) under my/our care, control, and support be other than that represented, I/we will, as required by law, pay District 301 tuition in the amount of the per capita cost for maintaining this school in the previous year. The present rate of tuition is \$61.97 per student per day.

I affirm that the information is true and correct.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Office Use Only

Document Received

Date on Document

Cat A _____

Cat B _____

Cat B _____

Cat B _____

Renter's proof of rent payment: Month 1 _____ Month 2 _____

Host Form and documents attached _____

Documents verified by:

Administrator approval:

Date:
