



**Certificate of Residence Form
2022-2023 School Year**

Student's Name: _____ Date of Birth: _____ Grade: ___ School: _____

Student's Address: _____

Step 1: Family Information

Guardian 1 Name: _____ Relationship: Mother Father Other: _____

Guardian 1 Address: _____

Guardian 1 Phone: _____ Guardian 1 Email: _____

Guardian 2 Name: _____ Relationship: Mother Father Other: _____

Guardian 2 Address: _____

Guardian 2 Phone: _____ Guardian 2 Email: _____

1. Are the student's guardians divorced or separated? Yes No
 - a. Who has custody of the student? Guardian 1 Guardian 2 Joint
 - b. If custody is jointly held, which guardian provides the student's primary regular fixed night-time abode? (i.e., at which guardian's residence does the student sleep on a regular basis?) Guardian 1 Guardian 2
2. Does the student reside with a person other than his/her parent(s)? Yes No (If "no", skip to question 4)
3. If "yes", what is the name and address of the adult with whom the student now resides?

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- a. Is this person a relative of the student? Yes No
 - b. If "yes", what relation is (s)he to the student? _____
 - c. If "no", who is the adult and why is the student residing with this individual? _____

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- d. Is the person with whom the student resides the legal guardian or custodian of the student? Yes No
 - a. If "yes", please provide a copy of the guardianship or custody order.
 - b. If "no", please explain why not: _____

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- e. Has the military service obligation of the individual who has legal custody of the student caused a change in the student's residence such that the student now resides outside the District? Yes No

4. Is the student eligible for special education or other special services? Yes No
 - a. If "yes" and you are new to the District, please provide a copy of the student's more recent Individualized Education Program (IEP) or Section 504 Plan and provide us with the name and address of the student's most recent prior school district of attendance.
 - b. If "yes" and your student is already enrolled in the district, you do not need to provide copies of the student's most recent IPE or Section 504 Plan.

5. Does an Illinois public agency have legal guardianship of the student? Yes* No
**If "yes", please provide proof of that agency's legal guardianship.*

6. Has a court ordered a residential placement for the student? Yes* No
**If "yes", please provide a copy of the court order.*

7. Is the student homeless? Yes* No
**If "yes":*
 - a. Is the student currently living in the Central School District 301 boundaries? Yes No
 - b. In what school district was the student last enrolled? _____
 - c. In what school district was the student enrolled when last permanently housed? _____

Step 2: Residency Status

Do you: ___ Own your own home ___ Rent

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

I certify that I am the legal guardian of the above-named student and that this child's residence has not been established solely for the purpose of attending Central School District 301 schools. I further certify that the above information is correct to the best of my knowledge.

NOTE: It is contrary to the policy of the Board of Education to admit students who do not legally reside with their parents or legal guardians within the District boundaries. The information you provide will be used by school officials to help establish the eligibility of each applicant for admission. Falsification of information on this form or otherwise submitted to the District may result in your child being excluded from school, and may expose you to monetary liability under the Illinois law for payment of tuition for such time as your child was illegally enrolled in the District. Further, any person who knowingly enrolls or attempts to enroll a non-resident student in the District or presents to the District any false information regarding the residency of a student commits a Class C misdemeanor.

Parent/Guardian Signature: _____

Date: _____

School Office Use Only

Category A (1 required):

___ Mortgage document or closing statement dated _____

___ Real estate tax bill dated _____

___ Signed & dated lease with proof of 2 rent payments

Lease date: _____ Rent 1: _____ Rent 2: _____

Documents verified by:

Administrator approval:

Category B (3 required):

___ Gas bill dated _____

___ Electric bill dated _____

___ Water/sewer bill dated _____

___ Insurance bill dated _____

___ Driver's license/State ID dated _____

___ Bank statement dated _____

___ Credit card statement dated _____

Date:
