

Students

Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce a lease, purchase property agreement, or other similar document – other documents will also be required to establish residency. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

To be completed by the individual enrolling the child and returned to the Principal. Please print.

Child _____ School _____

Individual enrolling the child _____ Home Telephone _____

Relationship to the child _____

Residence street address _____ City _____ Zip code _____

Signature of the individual enrolling the student _____ Date _____

To be completed and signed by the individual who is responsible for the residence. Please print.

Name of the individual who is responsible for the residence _____ Telephone _____

I am responsible for this residence 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 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)).

ILLINOIS STATE BOARD OF EDUCATION
AFFIDAVIT OF ENROLLMENT AND RESIDENCY

This affidavit form may be used if you are an adult who has assumed responsibility for a pupil and provide the pupil with a fixed, night-time abode, **for reasons other than access to the educational programs of the school district.**

This form should *not* be used, however, if you are the natural or adoptive parent of the pupil, have been granted court-ordered custody or guardianship, or are receiving public aid on behalf of the pupil. For these situations, you are only required to provide documentation (such as a birth certificate or court order), without the need of an affidavit like this one.

This form is also *not* required for pupils who are sharing the housing of others due to lack of housing, economic hardship, or similar reason, or are otherwise homeless as defined in state and federal law. **Homeless pupils must be enrolled immediately.**

If you have **any** questions about residency, including homelessness, please contact the Illinois State Board of Education's Educator and School Development Division at (217) 782-2948.

I, _____, reside at _____,
Name of Adult Address
which is located within the boundaries of _____.
School District

Provide the appropriate information and check each of the following:

☐ I am at least 18 years of age.

☐ I have provided proof in the form(s) of _____
Proof of Residency
that I am a resident of _____.
School District

☐ I have assumed and exercise responsibility for _____.
Name of Pupil

☐ I provide a fixed, night-time abode for _____.
Name of Pupil

☐ _____ is not living with me for the purpose of having access to the educational programs
Name of Pupil
of the school district.

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

☐ I understand that knowingly enrolling or attempting to enroll a pupil in the school of a school district on a tuition free basis when I know that pupil to be nonresident of the school district, unless the nonresident pupil has a lawful right to attend, is a Class C misdemeanor.

Date

Signature of Adult

Adult (Print Name)

Date

School District Employee (Signature)

School District Employee (Print Name)