

Students

Administrative Procedure - Establishing Student Residency

<p>Parent(s) or Guardian(s)</p>	<p>For all students new to the district:</p> <ul style="list-style-type: none"> • The parent/guardian must present a certified or registered birth certificate of the student within 30 days of first-time enrollment in the district. A photocopy will not be accepted. A copy of the original will be kept in the student’s file. • Prior to enrollment and attending school, the parent/guardian must present the school with copies of proofs of residency from Categories I and II below. <p><u>Category I</u></p> <p>At least <u>one</u> of the options below is required. It must contain the parent/guardian name(s) and address.</p> <p>Homeowners/Buyers:</p> <ul style="list-style-type: none"> • Tax Bill: A copy of the most recent property tax bill and proof of payment, such as a canceled check, receipt, or Form 1098 • Mortgage: A copy of the official mortgage paperwork from the bank <p>Renters:</p> <ul style="list-style-type: none"> • A letter from a property manager with proof of last month’s rent payment • A lease (signed and dated) with proof of last month’s rent payment • A letter of residence form (7:60-AP2, E1) from a landlord in lieu of a lease <p><u>Category II</u></p> <p>At least <u>two</u> of the options below are required. Both must contain the parent/guardian name(s) and address.</p> <ul style="list-style-type: none"> • Driver’s license • Vehicle registration • Voter registration • Most recent cable television and/or credit card bill • Current public aid card • Current homeowners/renters insurance policy and premium payment receipt • Most recent gas, electric, and/or water bill • Current library card • Receipt for moving van rental • Mail received at new residence <p><u>Special Cases:</u></p> <p>Parents/Guardians seeking to live with a district resident (relative or friend) must complete the form (7:60-AP2, E2), and the district resident/homeowner must provide the proofs of residency from Categories I and II above.</p> <p>Parents/Guardians who have already established residency in the district, but have moved from one place to another within the district, have a 30-day grace period to provide updated residency documentation to the school.</p>

Military Personnel	<p>Military personnel enrolling a student for the first time in the district must provide one of the following within 60 days after the date of student’s initial enrollment:</p> <ul style="list-style-type: none"> • Postmarked mail addressed to military personnel • Lease agreement for occupancy • Proof of ownership of residence <p>Military personnel wanting to keep a child/ward enrolled in the district, despite having changed residences due to military service obligations, may maintain enrollment upon submitting a written request, and 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>Military personnel may place a nonresident child/ward with a <i>non-custodial parent</i> while on active military duty. 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). The non-custodial parent 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>
Custody Orders	<p>Anyone with a custody order must present the court order, agreement, judgment, or decree that awards or gives custody of the student to that person (including divorce decrees awarding custody to one or both parents).</p>
Non-Parent/Guardian	<p>A non-parent/guardian must complete and sign the <i>Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student</i> form, School Board exhibit 7:60-AP2, E3. <u>A residency investigation may be conducted to determine the purpose of the student’s residency with a non-parent to determine enrollment qualifications.</u></p>

IMPORTANT:

The School District reserves the right to evaluate any evidence presented. Merely presenting the items listed in this Procedure does not guarantee admission. School officials may conduct an investigation and an on-site visit of the residence to ensure the validity of the residency claim.

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)).

ADOPTED: December 5, 2000

REVISED: October 16, 2009, September 9, 2011, March 14, 2013, October 5, 2017