

**CERTIFICATE OF RESIDENCE**

**PART I**

**NAME OF STUDENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian 1 Address: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian 2 Address: \_\_\_\_\_

**PART II**

1. Are the student's parents divorced or separated? **Yes No** *(If "no," proceed to Part III)*
  - a. Who has custody of the student: **Parent/Guardian 1 Parent/Guardian 2 Joint**
  - b. With which parent does the student reside? \_\_\_\_\_
  - c. If custody is jointly held, which parent provides the student's primary regular fixed night-time abode?  
**Parent/Guardian 1 Parent/Guardian 2**

**PART III**

2. Does the student reside with a person other than his or her natural/ adoptive parents? **Yes No**  
*(If "no," proceed to Part IV)*
  - a. Name of the adult with whom the student now resides \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Is this person a relative of the student? **Yes No**
  - d. If "yes," what relation is (s)he to the student? \_\_\_\_\_
  - e. Is the person with whom the student resides the legal guardian or custodian of the student? **Yes No**  
*(If "yes," please attach a copy of the guardianship or custody order.)*

**PART IV**

3. Is the student eligible for special education services? **Yes No**  
*(If "yes," please provide a copy of the student's most recent Individualized Education Program (IEP) or 504 Plan.)*
4. Does an Illinois public agency have legal guardianship of the student? **Yes No**  
*(If "yes," please attach proof of legal guardianship.)*
5. Has a court ordered a residential placement for the student? **Yes No**
6. Is the student homeless? **Yes No**  
If "yes," Is student currently living in the School District? **Yes No**  
In what school district was the student last enrolled? \_\_\_\_\_  
In what school district was the student enrolled when last permanently housed? \_\_\_\_\_

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

\_\_\_\_\_  
Parent(s) or Guardian(s) Signature

\_\_\_\_\_  
Date

**PROOFS OF RESIDENCE:**

Must present proof of residency within the District by providing the required number of documents from each of the following categories (*please circle*):

Category I (One document required)

- Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)
- Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)
- Letter of residence from landlord in lieu of lease (7:60-AP2, E1)
- Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)

Category II (Two documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current bank statement
- 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

*\*Military personnel seeking to enroll a student may provide alternative proofs of residence (see Admin. Proc. 7:60-AP2).*

**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).

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School Official Signature

Date