

REQUIRED DOCUMENTS FOR REGISTERING A NEW STUDENT

Student Name: _____ Date: _____

Grade: _____ Birth Date: _____

Evidence Presented (Original Documents):

CATEGORY I (all documents required)

- IL State Board of Education Transfer Form
- Student's Birth Certificate
- Court-ordered Transfer of Custody or Guardianship (if student does not live with both birth/adoptive parents)
- Copy of current Health Certificate (physicals may be required to enroll in specific grade levels)

CATEGORY II (one document required)

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

CATEGORY III (three documents showing proper address are required)

- Illinois Driver's License (No State I.D.'s)
- State of Illinois Vehicle registration
- Voter's registration card
- Most recent utility bill (gas, water, electric, land line phone)
- Department of Children and Family Services (DCFS) Voucher
- Current homeowners/renters insurance policy and premium payment receipt
- Medicaid Medical Card
- Village or county occupancy permit
- Social Security Papers

This form is to attest that the above child is not enrolling in the District solely for the purpose of attending school and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a legal resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the attendance roster immediately. Parent or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost. Additionally, we will pursue fraudulent representation of address to the fullest extent of the law.

Date:

Parent/Guardian Signature: