

RENTER REGISTRATION CHECKLIST



REQUIRED REGISTRATION DOCUMENTS AND ACTIONS

Before your child begins school, the following must be completed:

ONLINE REGISTRATION SUBMITTED

After responding to all required questions, please be sure to **click the “submit” button** at the end. You will receive an email confirmation once your child’s application is submitted. Your application is NOT complete if you do not receive this email confirmation. *Please note: A separate application must be submitted for every child starting school.*

PROOF OF RESIDENCY IN LINCOLNWOOD SUBMITTED

Please see page 2 of this document for acceptable documents.

SCHOOL FEES PAID

For your convenience, school fees may be paid by check, credit, or debit card on the District Web Store. If you need any assistance processing your payment, please call 847-675-8234, Monday-Friday, 8:00 a.m. - 4:00 p.m. There is a \$25 late fee **per student** if payment is submitted after August 1.

MEDICAL FORMS SUBMITTED

Visit www.sd74.org/medical to view required medical forms for your child.

REQUIRED FOR NEW AND TRANSFER STUDENTS ONLY

ORIGINAL (CERTIFIED COPY) BIRTH CERTIFICATE

A certified copy will have a county seal on the certificate. Hospital and/or Baptismal Certificates will NOT be accepted. If you do not have your child's original birth certificate, and he or she was born in Illinois, you may go to this link to obtain one: ILLINOIS VITAL RECORDS (<http://www.idph.state.il.us/vitalrecords/births/pages/>).

RELEASE OF SCHOOL RECORDS FORM

You will need to provide the exact name of the previous school, the mailing address, and the zip code.

TRANSFER FORM ISSUED FROM PREVIOUS SCHOOL

HOME LANGUAGE SURVEY

The school office will have paper copies of this survey. You may ask for it in English or in your native language.

ACCEPTABLE PROOF OF RESIDENCY DOCUMENTS FOR LINCOLNWOOD SD74

REGARDING PROOF OF RESIDENCY

Proof of residency is a required part of the registration process for all students. In order to attend a Lincolnwood School District 74 school, a student is required to reside within the boundaries of Lincolnwood, Illinois.

Original documents requested will be inspected, photocopied, and returned.

Category A (BOTH of the following documents)

Valid Original Lease

Provide the most recent signed and dated lease, no cross-outs. The landlord's phone number is required.

AND

Proof of Two Months of Payments

Provide canceled checks or rent payment receipts from the previous two months of rental.

Category B (ONE of the following documents)

Current Illinois Drivers License showing Lincolnwood address

Current Illinois State Issued ID showing Lincolnwood address

Category C (At least TWO of the following current documents with current Lincolnwood address)

Voter registration card or application for voter registration card

Renter's insurance certificate

Automobile registration from the State of Illinois

Recent gas, electric, or water bill

Only one (1) utility bill accepted. You also may provide a letter from a utility company if you recently moved.