

**RESIDENCY FORMS FOR FAMILIES SHARING A RESIDENCE (FORM A)  
FORM FOR PROPERTY OWNER/RENTER**

Student(s) Name(s)	Date(s) of Birth
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The person attempting to register the above-named student in Elmhurst CUSD 205 has indicated that he/she and the student reside with you on a fixed, regular, nighttime basis. In order to establish the student's residency for attendance in our schools, you must complete this form each year that the family is residing with you and return it to the District. Completing this form does not establish residency. The District may investigate residency status, including through a home visit and additional documentation, before allowing enrollment. Enrollment is not complete until residency is confirmed.

The District asks that you notify the District if the above-named student moves from your residence at any time or if the facts you provide in this affidavit change. You may do so by contacting the main office of the school.

**Step 1: Proof of Identity**

You must provide photo identification to prove your identity (e.g., a Driver's license/State ID). If you do not have such documentation, contact the registration staff to discuss other forms of identification that may be acceptable.

**Step 2: Residency Verification**

Check the box that best describes your living situation:

- Own home
- Rent home
- Other (describe): \_\_\_\_\_

You must provide documentation showing you reside on a regular, fixed, nighttime basis at the address provided. *All documents must be current (within the last 30 days) and show your name and address.* Check the boxes for the documentation you are providing and include the documentation with this completed form. To guard your security, please block out account and social security numbers on the documents before you present them.

Category A – provide at least one (1)	Category B – provide at least two (2)
<input type="checkbox"/> Real estate tax bill <input type="checkbox"/> Signed lease <input type="checkbox"/> Mortgage document or payment	<input type="checkbox"/> Gas bill <input type="checkbox"/> Electric bill <input type="checkbox"/> Water/sewer bill <input type="checkbox"/> Cable bill  Driver's License or State ID Home or Apt. Insurance Certificate Department of Immigration Letter

Please contact the registration staff if you are having trouble collecting required documents.

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**Step 3: Residency Questions**

Please answer the following questions:

When did the above-named student move into your home? \_\_\_\_\_

Why did the above-named student and his or her parent/guardian move into your home? \_\_\_\_\_

\_\_\_\_\_

Is the living situation intended to be fixed and regular or temporary? \_\_\_\_\_

Does the above-named student or his family pay or contribute to rent or utility bills at your home? \_\_\_\_\_

Does the above-named student and/or his or her parents or guardians stay at your home every night? For purposes of answering this question, you need not consider sporadic social activities such as sleepovers.

Does the above-named student and/or his or her parent regularly/repeatedly spend time at any home other than yours? For purposes of answering this question, you need not consider sporadic social activities such as playdates or visits with family that are not regular.

**Note:** Based on your answers to this form, you may be required to complete an additional affidavit.

**Step 4: Affirmation and Warning (Must be completed in the presence of a District employee)**

Please read the following statements, **initial each**, and sign below:

\_\_\_\_\_ I affirm that the information presented in this verification form, and that is or will be presented in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

\_\_\_\_\_ I understand that knowingly or willfully providing false information to a School District regarding the residency of a child for the purpose of enabling that child 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 child in the school of a School District on a tuition-free basis when I know the child to be a nonresident of the School District, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor and I will be liable for payment of tuition, fees, and all other applicable fines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult (Signature)

\_\_\_\_\_  
Adult (Print Name)

\_\_\_\_\_  
Signature of District Employee

\_\_\_\_\_  
District Employee (Print Name)

**RESIDENCY AFFIDAVIT FOR FAMILIES SHARING A RESIDENCE (FORM B)**  
**FORM FOR PERSON ENROLLING THE STUDENT**

Student(s) Name(s)	Date(s) of Birth
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Elmhurst CUSD 205 understands that you have indicated that you and the above-named student reside on a fixed, regular, nighttime basis with a resident of the District and cannot provide mortgage, lease, rental, or other similar documentation to establish residency in the District. In order to establish the student's residency for attendance in our schools, you must complete this form each year and return it to the District. Completing this form does not establish residency. The District may investigate residency status, including through a home visit and additional documentation, before allowing enrollment. Enrollment is not complete until residency is confirmed.

Note that you are **required** to notify the District if you and/or the above-named student move from the address identified in this form at any time. You may do so by contacting the main office of the school.

<b>Step 1: General Questions</b>
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What is the address of the home in which you and the above-named student resides? \_\_\_\_\_

When did you and the above-named student move into the home? \_\_\_\_\_

Why did you and the above-named student move into the home? \_\_\_\_\_

Do you or the above-named student contribute to rent or utility bills for the home? \_\_\_\_\_

Is the living situation intended to be fixed and regular or temporary? \_\_\_\_\_

Do you or the above-named student ever stay elsewhere than the home? For purposes of answering this question, you need not consider sporadic social activities such as sleepovers. \_\_\_\_\_

Do you or the above-named student regularly/repeatedly spend time at any home other than the home? For purposes of answering this question, you need not consider sporadic social activities such as playdates or visits with family that are not regular in occurrence. \_\_\_\_\_

**Note:** Based on your answers on this form, you may be required to complete an additional affidavit.

<b>Step 2: Affirmation and Warning (Must be completed in the presence of a District employee)</b>
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Please read the following statements, **initial each**, and sign below:

\_\_\_\_\_ I affirm that the information presented in this verification form, and that is or will be presented in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

\_\_\_\_\_ I understand that knowingly or willfully providing false information to a School District regarding the residency of a child for the purpose of enabling that child 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 child in the school of a School District on a tuition-free basis when I know the child to be a nonresident of the School District, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor and I will be liable for payment of tuition, fees, and all other applicable fines.

_____ <b>Date</b>	_____ <b>Adult (Signature)</b>	_____ <b>Adult (Print Name)</b>
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_____ Signature of District Employee	_____ District Employee (Print Name)
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**RESIDENCY AFFIDAVIT FOR FAMILIES SHARING A RESIDENCE  
TO BE FILLED OUT BY PROPERTY OWNER/RENTER AND PERSON ENROLLING THE STUDENT**

Student(s) Name(s)	Date(s) of Birth
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AFFIDAVIT

The undersigned, being first duly sworn, affirms that the answers and documents provided in connection with the foregoing Residency Forms for Families Sharing a Residence are complete, true, and correct.

I acknowledge that misrepresentation or providing incorrect or incomplete information may result in the disenrollment of the student from school, my being subject to the payment of tuition for any period of time that the student was not a resident of the District entitled to attend school on a tuition-free basis, and/or referral to proper law enforcement authorities for prosecution under any applicable criminal laws.

**PROPERTY OWNER/RENTER**

**PERSON ENROLLING THE STUDENT**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Telephone Number)

SUBSCRIBED TO AND SWORN Before Me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SUBSCRIBED TO AND SWORN Before Me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Notary Public)