

## DUNLAP COMMUNITY UNIT SCHOOL DISTRICT #323

Establishing Student Residency – Administrative Procedure **7:60 AP2, E1**

Revised 04.04.2016

### **Letter of Residence from Landlord in Lieu of Lease**

A person seeking to enroll a child may use this form as evidence of residency when a signed lease is unavailable – other documents will also be required to establish residency. Return this completed form, signed by your landlord, to the Building Principal. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed and signed by the individual enrolling the child and returned to the Principal.**

\_\_\_\_\_  
Child

\_\_\_\_\_  
School

\_\_\_\_\_  
Individual enrolling the child

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Relationship to the child

\_\_\_\_\_  
Residence Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Landlord's Name

\_\_\_\_\_  
Landlord's Telephone

\_\_\_\_\_  
Landlord's Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Signature of the individual enrolling the student

\_\_\_\_\_  
Date

**To be signed by your landlord to verify that you are renting this residence.**

I certify that the individuals named above are living in the residence named above for the lease term of \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Date

**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 non-resident tuition from the date the student began attending a District school as a non-resident.

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)).