

PALOS COMMUNITY CONSOLIDATED SCHOOL DISTRICT 118  
PALOS PARK, ILLINOIS

**Affidavit of Residence - 760 E1**  
***Landlord Certification- Residence in Lieu of Lease***

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce a lease, purchase property agreement, or other similar documents. *Supporting documents will also be required to establish residency.* Please see the reverse side of this form for a list of the required documents. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

Please attach supporting documents and complete the following affidavit.

I, \_\_\_\_\_  
*Parent Name*

being duly sworn by oath that I am the natural custodial father/mother of

\_\_\_\_\_  
*Student Name(s)*

that my above named child(ren) are under my custody and control; that they live and have established their permanent residence with me at the following address:

\_\_\_\_\_  
*Address*

which is  owned  rented by \_\_\_\_\_  
*Resident Name(s)*

\_\_\_\_\_ *initial* I understand that knowingly or willfully providing false information to a school district regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district is a Class C misdemeanor.

\_\_\_\_\_ *initial* I understand that knowingly enrolling or attempting to enroll a pupil in the school of a school district of a tuition free basis when I know that pupil to be non-resident of the school district, unless the nonresident pupil has a lawful right to attend, is a Class C misdemeanor.

**WARNING: If a student is determined to be a non-resident of the District, 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.**

\_\_\_\_\_ *Date*      \_\_\_\_\_ *Telephone Number*      \_\_\_\_\_ *Signature of the Parent/Guardian*

**To be completed by property owner:**

**I attest the individuals above have established residency at aforementioned address.**

\_\_\_\_\_ *Date*      \_\_\_\_\_ *Telephone Number*      \_\_\_\_\_ *Signature of Property Owner*

SUBSCRIBED AND SWORN TO  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

## STUDENT ENROLLMENT FORM

**ALL RESIDENCY DOCUMENTS MUST BE PRESENTED AT THE SAME  
TIME IN ORDER FOR REGISTRATION TO BE APPROVED**

### Birth Certificate

\_\_\_ Original/Certified Copy of Birth Certificate for Student

### Driver's License/State ID

\_\_\_ Driver's License or State ID

### Residency Information (Check Appropriate Items)

**Category of Residency** (Must select one category and provide listed documents)

- \_\_\_ **Homeowner(s):** Must provide current mortgage statement (or signed and dated mortgage papers, and/or closing documents such as HUD-1 (RESPA) if new ownership or if the property is not mortgaged.)
- \_\_\_ **Renter(s) with lease:** Signed and dated Lease and proof of last month's payment.
- \_\_\_ **Renter(s) without lease:** signed and dated letter of residence from landlord in lieu of Lease and proof of last month's payment (*Palos 118 form 760:E1*). **The E1 form must be notarized.**
- \_\_\_ **Living with a District Resident:** Signed and dated by individual responsible for the residence. **Proof of occupancy from owner and Parent/Guardian.** (*Palos 118 – Form 760:E2*). **The E2 form must be notarized.**
- \_\_\_ **Other:** Situations other than above must be reviewed by the building principal.

### Proof of Occupancy

Parent/guardian must provide **two** of the items from the list below which **must include the parent/guardian's name and address of residence:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Cable Bill</li><li>• Gas Bill</li><li>• Water Bill</li><li>• Electric Bill</li><li>• Cell Phone Bill</li><li>• Vehicle Registration</li><li>• Homeowner/Rental Insurance Policy</li><li>• Automobile Insurance</li><li>• Current Public Aid Card</li><li>• Current Tax Bill with proof of payment</li></ul> | <p><b><u>New Residency Suggestions:</u></b></p> <ul style="list-style-type: none"><li>* Updated Driver's License or State ID</li><li>* US Mail Change of Address Form</li><li>* Cable Service Installation</li><li>* Bank Change of Address Verification</li><li>* Moving Company Receipt</li><li>* Employer Change of Address Verification Letter</li></ul> |
|---|--|

### Other Requirements

- Student in Good Standing Form from prior school
- Current Physical

**Registrar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_