



ALL REQUIRED RESIDENCY DOCUMENTS MUST BE SUBMITTED IN ORDER TO COMPLETE YOUR REGISTRATION

Palos School District 118
REQUIRED RESIDENCY DOCUMENTS

1. Original/Certified Copy of Birth Certificate
2. Proof of residency, **includes one item from Category I and two items from Category II (in addition to driver's license/State ID)**
3. Proof of custody (if applicable)

If student is new to the District or has moved within the District, **Proof of Residency** must be provided.

Category I

(one of the following specific documents are required)

- **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 Superintendent's Office.

Category II

(Two documents in addition to Driver's License/State ID showing property address and parent/guardian's name are required)

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| ➤ Driver's license/State ID (required) | <u>New Residency Suggestions</u> |
| ➤ Gas Bill | US Mail Change of Address Form |
| ➤ Electric Bill | Cable Service Installation |
| ➤ Water Bill | Moving Company Receipt |
| ➤ Cable Bill | Bank Change of Address Verification |
| ➤ Cell Phone Bill | Employer Change of Address Verification Letter |
| ➤ Automobile Insurance | |
| ➤ Vehicle Registration | |
| ➤ Homeowner/Rental Insurance Policy | |
| ➤ Current Public Aid Card | |
| ➤ Current Tax Bill with proof of payment | |

Other Requirements

Physical/Immunization Form (by July 1st of SY) - all new students transferring in, and students entering pre-kindergarten, kindergarten, and sixth grade.

Vision Exam Form (by October 15th of SY) - kindergarten or students entering an Illinois school for the first time.

Dental Exam Form (by May 15th of SY) - all students entering kindergarten, second, and sixth grade.

- Student in Good Standing Form from prior school if student is transferring in (Grades 1st-8th)
- Medical Forms can be found on the District Website under Quick Links – [District Medical Forms](#)