



Business Office  
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**APPLICATION FOR EMERGENCY/HARDSHIP WAIVER OF REGISTRATION FEES AND TEXTBOOK CHARGES**

Name of Student: \_\_\_\_\_ Student I.D. # \_\_\_\_\_  
(Last, First, M.I.)  
School Year: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Phone # \_\_\_\_\_  
Family Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Zip : \_\_\_\_\_ Total number of family members in household: \_\_\_\_\_

The parent(s) / guardian(s) are required to submit written evidence to substantiate their claim. Examples of written evidence would be pay stubs, W-2's, Leave and Earnings Statement, Unemployment checks, invoices or bills for unusual expenses (such as hospital bills, house repairs due to fire, flood, or storm damage), etc...

Additional consideration may be given by the superintendent or designee when one or more of the following factors are present:

**Student's family income has been impacted by:**

- 1. Severe illness or injury in the family.
- 2. Unusual expenses such as fire, flood or storm damage.
- 3. Unemployment / Seasonal Employment.
- 4. Family income is low and is within the "Federal Income Eligibility Guidelines" for the Free or Reduced-Price Meals program.
- 5. Emergency situations / Other:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned parent/guardian of : \_\_\_\_\_, hereby request that the School Board of North Shore School District 112 waive textbook charges and school registration fees pursuant to The School Codes 105 ILCS 5/10-20.13 and 5/10-22.25.

I am aware that supplying false information to obtain a fee waiver is a Class 4 Felony (720 ILCS 5/17-6) .

I attest that the statements made herein are true and correct.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**FOR DISTRICT 112 OFFICE USE ONLY**

Approved       Denied      Initials of Official: \_\_\_\_\_      Date: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

**SCHOOLS PLEASE NOTE:** We cannot accept, or process applications received before the Federally defined school year of July 1st - June 30th. The Emergency/Hardship waiver form packet contains two forms that must be completely filled out and appropriate documentation attached or the waiver will be denied. Students who have been approved for the Free or Reduced-Price Meals Program do not need to fill out this form or send any backup documentation. Send Form and Backup information to the Business Office.



**INSTRUCTIONS FOR APPLYING – COMPLETE ONE APPLICATION PER HOUSEHOLD PER SCHOOL DISTRICT**

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**IF YOUR HOUSEHOLD RECEIVES SNAP OR TANF BENEFITS, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:**

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- Part 1:** List all household members, school and grade for each student, and a SNAP or TANF case number for any household member including adults receiving such benefits. (Attach another sheet of paper if necessary.) .
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Provide signature of an adult household member.
- Part 5:** Provide Contact Information for adult member of the household that signs this form.

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**IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY OR HEAD START/EVEN START, FOLLOW THESE INSTRUCTION AND RETURN THE COMPLETE FORM TO YOUR SCHOOL:**

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- Part 1:** List all household members and the name of school for each child.
- Part 2:** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.
- Part 3:** Complete only if a child in your household isn't eligible under Part 2. See instructions for All Other Households.
- Part 4:** Provide signature of an adult household member.
- Part 5:** Provide Contact Information for adult member of the household that signs this form.

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**IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:**

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**If all children in the household are foster children that are the legal responsibility of a foster care agency or court:**

- Part 1:** List all foster children and the school name for each child. Check the "Foster Child" box for each foster child.
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Provide signature of an adult household member.
- Part 5:** Provide Contact Information for adult member of the household that signs this form.

**If some of the children in the household are foster children are foster children that are the legal responsibility of a foster care agency or court:**

- Part 1:** List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box. Check the "Foster Child" box for each foster child.
- Part 2:** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.
- Part 3:** Follow these instructions to report total household income from this month or last month.
- **Box 1–Name:** List all household members with income.
  - **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.
- Part 4:** Provide signature of an adult household member.
- Part 5:** Provide Contact Information for adult member of the household that signs this form.

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**ALL OTHER HOUSEHOLDS INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:**

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- Part 1:** List all household members and the name of school for each child. For any person, including children, with no income, you must check the "No Income" box.
- Part 2:** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.
- Part 3:** Follow these instructions to report total household income from this month or last month.
- **Box 1–Name:** List all household members with income.
  - **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.
- Part 4:** Provide signature of an adult household member.
- Part 5:** Provide Contact Information for adult member of the household that signs this form.
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**FISCAL YEAR 2023 INCOME ELIGIBILITY GUIDELINES**

The United States Department of Agriculture has issued the following income guidelines for the period of July 1, 2022 , through June 30, 2023:

Income Eligibility Guidelines Effective from July 1, 2022, to June 30, 2023											
Household Size	Free Meals 130% Federal Poverty Guideline					Household Size	Reduced-Price Meals 185% Federal Poverty Guideline				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly		Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	17,667	1,473	737	680	340	1	25,142	2,096	1,048	967	484
2	23,803	1,984	992	916	458	2	33,874	2,823	1,412	1,303	652
3	29,939	2,495	1,248	1,152	576	3	42,606	3,551	1,776	1,639	820
4	36,075	3,007	1,504	1,388	694	4	51,338	4,279	2,140	1,975	988
5	42,211	3,518	1,759	1,624	812	5	60,070	5,006	2,503	2,311	1,156
6	48,347	4,029	2,015	1,860	930	6	68,802	5,734	2,867	2,647	1,324
7	54,483	4,541	2,271	2,096	1,048	7	77,534	6,462	3,231	2,983	1,492
8	60,619	5,052	2,526	2,332	1,166	8	86,266	7,189	3,595	3,318	1,659
For each additional family member, add:	6,136	512	256	236	118	For each additional family member, add:	8,732	728	364	336	168

**The following is the definition of income:**

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.