

**Students**

**Exhibit - Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident**

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 document – other documents will also be required to establish residency. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

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

_____		_____
Child		School
_____		_____
Individual enrolling the child		Phone
_____		_____
Relationship to the child		Email
_____		_____
Residence street address	City	Zip code
_____		_____
Signature of the individual enrolling the student		Date

**To be completed and signed by the individual who is responsible for the residence. Please print.**

_____		_____
Name of the individual who is responsible for the residence		Phone
I am responsible for this residence by <input type="checkbox"/> ownership, <input type="checkbox"/> lease, or <input type="checkbox"/> other _____		
Total number of: Persons living at this residence _____ Rooms in residence _____ Bedrooms _____		
State the reasons for this living arrangement, including your relationship to the individual enrolling the child (attach an additional statement to this form if needed):		
_____		

**I certify that this information is true and that the individuals named above are living in my residence.**

_____	_____
Signature of the individual who is responsible for the residence	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 nonresident tuition from the date the student began attending a District school as a nonresident.

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).

Revised: February 2022