

Students

Administrative Procedure – Establishing Student Residency

The Board requires that parents/guardians or person(s) asserting legal custody provide legal proof of residence within the boundaries of the district to enroll a child in District schools for the first time and every year thereafter during registration.

If necessary, administrators may require parents/guardians or person(s) asserting legal custody of students currently enrolled to provide proof of residence within the district in order to clarify any questions or doubts regarding this issue.

If parents/guardians fail to provide proof of residence within the district, their students will be prohibited from enrolling or attending school in the district.

Students new to District #7, not currently enrolled, will be asked to complete a pre-registration form which will include uploading a birth certificate and photo identification. Parent/Guardian acceptable proofs of valid photo identification include driver's license, passport, state ID, FOID card or military ID.

Cross-Reference: [7:60 AP\(b\) – Non-Resident Students](#)

Administrative Procedures

A. Required Documents for Residency

During registration, all families are required to provide two acceptable proofs of residency (see below)

All documents must contain:

- **Current date** (*within the last 30 days for statements and utility bills. Non-monthly documents must have an expiration date within the calendar year issued*)
- **Service address**
- **Signature page** (*if applicable*)
- **Screen shots which contain all required information listed above may be accepted**
- **Documents must be taken out of envelopes when scanned**

Examples of Acceptable Proofs of Residency

- Mortgage Bank Statement (Homeowners)
- Lease – Lease must extend past the first day of school
- Closing documents
- Warranty Deed
- Tax Assessment – until May 31
- [Property Tax Bill](#) - after June 1
- Home/Rental Insurance Policy or Statement
- Utility Bill: Gas, electric, water, cable, satellite, or internet
- Letter from landlord in lieu of lease ([7:60-AP2, E1 - Letter of Residence from Landlord in Lieu of Lease](#))

For those unable to provide proof of residency documentation from above:

- Letter of residence to be used when the person seeking to enroll a student is living with a District resident ([7:60-AP2, E2 – Letter of Residence to be used When the Person Seeking to Enroll a Student is Living with a District Resident](#)) **Two acceptable proofs of residency are required with this letter of residence. One or both proofs may be in the name of District Resident.**
- B. Any person(s) asserting legal custody over a student, who is not the student’s parent or legal guardian, must provide current documentation from a court supporting the student custody arrangement. If documentation is not available, completion of form [Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student](#), must be completed and signed by the person(s) asserting legal custody as well as the student’s natural or adoptive parent. This notarized form will serve as verification of the following:
1. that the non-parent has assumed and exercises legal responsibility for the student;
 2. that the student lives with the non-parent on a full-time basis;
 3. the reason(s) the student lives with the non-parent, other than to receive an education in the District; and,
 4. that the non-parent exercises full control over this student regarding daily educational and medical decisions in case of emergency.
- C. If an adult has been granted short-term guardianship, then the pupil is a resident of the district in which that adult lives, as long as the pupil is not living with the adult for access to the educational programs of the district. Written appointment of short-term guardianship is required to enroll a student. The guardian must then provide a court order granting permanent guardianship within 60 days of enrollment.

DATED: February 2023