

West Northfield School District 31 Declaration of Residency 2024-2025

- Pre-School/Kindergarten New Student Change of Address

I, _____, reside at _____
(Name of Parent/Guardian) (Street, Apartment number, City, Zip)
which is located within the boundaries of West Northfield School District 31.

List ALL District 31 students in your family (New & Current) below:

_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade ____	DOB _____
_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade ____	DOB _____
_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade ____	DOB _____

Primary phone: _____ Cell _____ Work _____

Primary Email Address: _____ Secondary Email _____

Do you: Own Rent Other (Explain) _____

You must provide documentation showing you live at the address listed above. **Homeowners**, please attach a copy of three (3) of the documents listed below. **Renters**, please attach a copy of four (4) of the documents listed below. Please black out account and social security numbers on the documents. **If you cannot produce all 3/4 documents, skip to the next page. (Part 1A: Residency Verification)**

Part 1: RESIDENCY VERIFICATION

****Category A: Homeowner - Provide one (1) document / Renter – Provide two (2) documents.****

- Homeowner:** Real Estate tax bill OR Bill of Sale OR Mortgage statement (bill)
- Renter:** Signed lease (The District must have a valid lease on file at the District office at all times. When your lease expires, please bring a copy of your renewed lease to the District office.)
- Renter:** Proof of last 2 months rent payments OR security deposit and proof of 1st month's rent pymt.
- Military housing letter / Section 8 Letter

****Category B: Homeowner/Renter – Choose two (2) vendors from the list below and provide one (1) current document from each.****

- Gas bill
- Electric bill
- Water/Sewer bill
- Phone bill (home or cell)
- Cable bill
- Vehicle Registration or Insurance (Home/Renters/Auto)
- Bank Statement
- Credit Card statement
- Paycheck stub
- City sticker receipt
- Other _____

****All documents must be within 2 months of the date you are proving Residency.****

PART 1A: RESIDENCY VERIFICATION

****Please contact the District if you are having trouble collecting all 3 documents. The District may require a home visit and/or additional documentation to verify residency.**

I am unable to provide three (3) of the above documents because: (check all that apply)

- Our family has not had a permanent residence since _____
Date
- Last school attended _____
- Address of last permanent residence _____

Please check all that apply:

- Living in a shelter
- Sharing housing with others due to loss of housing, economic hardship, etc.
- Living at train or bus station, park or in car
- Living in a hotel, motel, campground, or other similar situation
- Living in abandoned apartment or building
- Disaster victim
- Unaccompanied youth
- Temporarily housed, awaiting DCFS foster care placement

- Other _____

You may qualify for additional services. Please ask the registration staff for more information or contact the District's McKinney-Vento Liaison, Janine Gruhn, at 847-313-4411.

Please indicate any social service agency you are currently working with: _____

PART 2: RELATIONSHIP TO STUDENT

NOTE: You must provide a certified, original birth certificate. A copy will be made and the original returned to you. **Please check one (1) below:**

- I am the natural or adoptive parent listed on the birth certificate.
(Please provide a certified copy of the Birth certificate and if applicable, the custody agreement.)
- I was granted court ordered guardianship. (Please provide custody agreement, if applicable.)
- I received aid on behalf of the child. (Please provide copy of court documentation.)
- I have assumed and exercise responsibility for the child and provide him/her with a fixed, nighttime abode. **(Please check each of the following boxes to be true and accurate.)**
 - The child is living with me because _____
 - I am at least 18 years of age.
 - The child eats and sleeps at my residence on a regular basis.
 - The child is not living with me for the sole purpose of having access to the educational programs of West Northfield School District 31.

Please **READ** the following statements and **INITIAL** each.

_____ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

_____ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

_____ I understand that knowingly enrolling or attempting to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless nonresident child has a lawful right to attend, is a Class C misdemeanor and I will be liable for payment of tuition, fees, and all other applicable fines.

_____ Name of Adult Enrolling Student (Please Print)

_____ Signature Date

Office Use Only

Item received from Category A: _____

Items received from Category B: _____

Birth Certificate received: Yes _____ No _____ / Driver's License received _____

Release of Information Form: Yes _____ No _____ N/A _____

Birth Certificate/Release of Information/Residency front page copied and sent to respective school: Yes _____ Date _____

If Part 1A is filled out, ISBE McKinney- Vento Common form completed: Yes _____ No _____ N/A _____

Comments:

Taken in by: _____ Date _____

Verified: _____ Date _____