

### **PROOF OF RESIDENCY REQUIRED DOCUMENTATION**

At least three (3) items of identification from the lists below must be presented as evidence of residency in the district. At least one (1) must be from Category I and at least two (2) documents must be from Category II.

Category I (One Document)	Category II (Two Documents)
<ul style="list-style-type: none"> <li>Home ownership title or deed</li> <li>Mortgage statement (within last 60 days)</li> <li>Most recent property tax bill</li> <li>Lease (most current, signed by landlord and tenant with an expiration date)</li> </ul>	<ul style="list-style-type: none"> <li>Gas, electric, water, garbage, telephone, cable/internet (current utility bills must be within last 60 days)</li> <li>Current home/apartment insurance policy</li> <li>Current Illinois driver's license</li> <li>Current public aid card</li> </ul>

*\*P.O. Box address is insufficient as proof of residency.*

#### **Additional Documents**

- Certified Birth Certificate
- Physicals and Immunization Records: kindergarten, sixth, and ninth-grade students as well as all students entering school for the first time regardless of grade
- Dental Examination: kindergarten, 2nd, 6th and 9th
- Eye Examination: kindergarten and all transfer new to Illinois
- Current IEP or Section 504 Plan
- Academically Talented/Gifted Information
- Any existing legal custody, divorce decree, or guardianship documents
- Illinois State Board of Education (ISBE) Student Transfer Form (if transferring from another Illinois public school)

If a student is living with an individual other than the student's parent(s)/guardian(s), the district will require the parent(s)/guardian(s) of the student to complete Affidavits of Residency and produce additional proof of residency. If the student and his/her parent(s)/guardian(s) reside with a family member or other individual, the person who owns or rents the residence must complete the Student Residency Affidavit and produce additional proof of residency.

In addition, the District's Executive Director of Business Services or designee may request to meet with the parent(s)/guardian(s), and the other individual(s) with whom the student and/or parent(s)/guardian(s) are living, to review the documentation submitted and determine what additional documentation needs to be completed and/or provided in order to establish residency in the district.