



## Renter Registration Checklist

### **REQUIRED REGISTRATION DOCUMENTS AND ACTIONS**

Before your child begins school, the following must be completed:

**ONLINE REGISTRATION APPLICATION SUBMITTED**

After responding to all required questions, please click the “submit” button at the end. You will receive an email confirmation once your child’s application is submitted. Your application is NOT complete if you do not receive this email confirmation.

*Please note: A separate application must be submitted for every child starting school.*

**PROOF OF RESIDENCY IN LINCOLNWOOD SUBMITTED**

Please see page 2 for the list of acceptable documents.

**SCHOOL FEES PAID**

For your convenience, school fees may be paid by check, credit card, or debit card through the District Web Store. If you need any assistance processing your payment, please call 847-675-8234, Monday-Friday, 8:00 a.m. - 4:00 p.m. There is a \$25 late fee **per student** if payment is submitted after August 1.

**MEDICAL FORMS SUBMITTED**

Visit <https://www.sd74.org/family-resources/health-services> to view required medical forms for your child.

### **Required for new and transfer students only**

**ORIGINAL CERTIFIED COPY OF BIRTH CERTIFICATE**

A certified copy will have a county seal on the certificate. Hospital and/or Baptismal Certificates will NOT be accepted. If you do not have your child's original birth certificate, and he or she was born in Illinois, you may go to this link to obtain one: ILLINOIS VITAL RECORDS (<http://www.idph.state.il.us/vitalrecords/births/pages/>).

**RELEASE OF SCHOOL RECORDS FORM**

You will need to provide the exact name of the previous school, the mailing address, and the zip code.

**TRANSFER FORM ISSUED FROM PREVIOUS SCHOOL**

**HOME LANGUAGE SURVEY**

The school office will have paper copies of this survey. You may ask for it in English or in your native language.

## ACCEPTABLE PROOF OF RESIDENCY DOCUMENTS FOR LINCOLNWOOD SD74

*Proof of residency is a required part of the registration process for all students. In order to attend a Lincolnwood School District 74 school, a student is required to reside within the boundaries of Lincolnwood, Illinois.*

*Original documents will be inspected, photocopied, and returned.*

---

Submit documents for A, B, and C.

**Category A** (BOTH of the following documents)

- Valid original lease (signed and dated). The landlord's phone number is required.
- Proof of last two months of payment (canceled original checks or rent payment receipts)

**Category B** (ONE of the following documents)

- Current Illinois driver's license showing Lincolnwood address
- Current Illinois state-issued ID showing Lincolnwood address

**Category C** (At least TWO of the following current documents showing Lincolnwood address)

- Voter registration card
- Renter's insurance certificate
- Automobile registration from the State of Illinois
- Recent gas, electric, or water bill. Only one (1) utility bill is accepted. You may also provide a letter from a utility company if you recently moved.