Students

Administrative Procedure - Establishing Student Residency

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	Must present a certified copy of the student's birth certificate. Must present proof of residency within the District by providing the required number of documents from each of the following categories: Category I (One document required) Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners) Mortgage papers (homeowners) Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters) Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents) Letter of residence from landlord in lieu of lease (exhibit 7:60-AP2, E1, *Letter of Residence from Landlord in Lieu of Lease*) Letter of residence to be used when the person seeking to enroll a student is living with a District resident (exhibit 7:60-AP2, E2, *Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident*) Category II (Two documents showing proper address are required) Driver's license Vehicle registration Voter registration Most recent cable television and/or credit card bill Current bank statement Current public aid card Current homeowners/renters insurance policy and premium payment receipt Most recent gas, electric, and/or water bill Current library card Receipt for moving van rental Military Personnel Enrolling a Student for the First Time in the District Must provide one of the following within six months after the date of student's initial enrollment) Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence Military Personnel with Legal Custody of a Child Who Want to Keep the Child Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service

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	obligation. The District, however, is not responsible for the student's transportation to or from school. <u>Military Personnel Placing Nonresident Child with *Non-Custodial* Parent While on Active Military Duty</u> A student will not be charged tuition while he or she is placed with a *non-custodial parent* (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign exhibit 7:60-AP2, E3, *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form.

<u>IMPORTANT:</u>

The District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

<u>WARNING:</u>

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 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 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).

September 2026