

**Proof of Custody and Residency Form**

Illinois law provides that the residence of a student is deemed to be the same as the residence of the person who has legal custody of the student and permits only student who are residents of the School District to enroll and attend on a tuition-free basis. The person claiming custody must also resident in the District. To assist the District in determining residency and legal custody, this form must be completed. The District may investigate the residency of any student before or after enrollment and require the involved persons to provide additional information to be considered by the District in determining residency. Enrollment is not completed, and attendance will usually not be permitted, until all residency issues are resolved.

**I. Student Identification (Please Print):**

**Person Claiming Custody/Enrolling Student:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Birth Date  
\_\_\_\_\_  
Student School ID #

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone  
\_\_\_\_\_  
Relationship to Student

**Residency of Person with Whom Student Lives and Who Claims Custody of the Student:**

As initial proof of residency, **the person with whom the student lives in the District and who claims custody of the student** must attach one item from Category A and one item from Category B, all of which must be acceptable to the District. If the person enrolling the student claims the student is (1) homeless, or (2) attending school upon a determination of the Department of Children and Family Services, only the appropriate line in Category C must be checked.

**\*It is not required to show personal information (account #'s, payment amounts \$, etc.) on these forms. Please feel free to block out any of the personal information that does not relate to proof of your residency. All documents must be current and include the address of the student's residence.**

**\*Category A. Check and attach a copy of at least one of the following documents:**

- \_\_\_\_ 1. The most recent real estate tax bill for my residence showing me as the tax payer
- \_\_\_\_ 2. Mortgage Papers/Statement
- \_\_\_\_ 3. Signed lease for my residence
- \_\_\_\_ 4. A closing statement for the purchase of my residence
- \_\_\_\_ 5. Notarized Affidavit of Resident Regarding Residency of Others Form (must provide 2 proofs from Cat. B)
- \_\_\_\_ 6. Notarized statement claiming month to month lease (must provide 2 proofs from Cat. B)

**\*Category B. Check and attach a copy of at least one of the following documents:**

- \_\_\_\_ 1. Current Gas, Electric, or Water Bill (dated within one month of the student registration date)
- \_\_\_\_ 2. Valid government issued picture ID with current address in which the student resides.
- \_\_\_\_ 3. Public Aid Card/Food Stamp Card/Medical Card
- \_\_\_\_ 4. Current homeowner's/renter's insurance certificate
- \_\_\_\_ 5. Current Telephone or Cable Bill
- \_\_\_\_ 6. Vehicle Registration

**\*Category C. None of the documents in categories A or B above are applicable because:**

- \_\_\_\_ 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act.
- \_\_\_\_ 2. The student is enrolling based on the determination of the Department of Children and Family Services, attach evidence from DCFS.
- \_\_\_\_ 3. Proof of Residency will be established within 3- calendar days; however, a real estate contract, closing statement of lease **MUST** be presented as initial proof of residence. If the student does not become a resident of the district within 30 days, the parents/legal guardians may be charged tuition and the student may be removed from school.

**My signature below indicates that I have read and reviewed the District's Residency policy and understand that only residents of the District, i.e. those who physically occupy and live within the residence in the District's boundaries, are eligible to attend District schools on a tuition free basis. I understand that it is my responsibility to verify whether my residence is within the District's boundaries. I further understand that it is my obligation to notify the District of any change in residence. I acknowledge that any person who enrolls or attempts to enroll in the schools of a school district, on a tuition free basis, a pupil known to that person to be a nonresident of the district, or any person who presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge, shall be guilty of a Class C misdemeanor. I understand that, if the District determines I have provided false information about a student's residency within the District, I may be referred for criminal prosecution.**

***I affirm that I am a resident of this District and that the information presented in this affidavit and in connection with any investigation of my residency or the residency of the student is true, complete, and accurate.***

\_\_\_\_\_  
Signature of the person claiming custody/enrolling student

\_\_\_\_\_  
Date