

## Affidavit of Residence

I/we, \_\_\_\_\_, having first been sworn upon my/our oath  
depose and say as follows:

That (I am)/(we are) the parent(s), foster parent(s), or court ordered legal guardian(s)  
Of \_\_\_\_\_, age \_\_\_\_\_, and (his/her) residence is  
\_\_\_\_\_ (Street address), of City (Village)  
\_\_\_\_\_, Union County, Illinois, within the territorial boundaries of  
**Lick Creek Community Consolidated School District #16, Union County, Illinois.** That the  
said child's residence within the said school district has not been established solely for the  
purpose of attending the schools thereof. That the following facts are sworn to in order to permit  
the said school district to enroll the said child in the school of said district as a resident.

**I do hereby certify that, as a parent or legal guardian of the child enrolling at LICK CREEK  
CCSD #16, Union County, IL, I have read *District Policy 7:60* defining residency  
requirements; and I do hereby certify that my child is in compliance with the above  
policy.**

Yes \_\_\_\_ No \_\_\_\_

Length of time the child has resided at the above address: \_\_\_\_\_

The child eats (his)/(her) meals regularly at said residence. Yes \_\_\_\_ No \_\_\_\_

The child sleeps regularly at said residence. Yes \_\_\_\_ No \_\_\_\_

The child spends (his)/(her) weekends regularly at said residence. Yes \_\_\_\_ No \_\_\_\_

The child spends (his)/(her) summers regularly at said residence. Yes \_\_\_\_ No \_\_\_\_

Mark one of the following if it describes (a) your child's current living situation; or (b) your living  
situation if you are a youth not living with a parent/guardian.

_____ With relatives or others due to lack of housing	_____ Shelter
_____ Motel/hotel, campground, or other due to lack of housing	_____ Temporary shelter waiting on DCFS placement
_____ Train, bus station, park, or in a car	_____ Other _____
_____ Abandoned apartment/building	_____ Disaster Victim? Explain _____

*Illinois law provides that a person who knowingly or willingly 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 non-resident tuition charge shall be guilty of a Class C misdemeanor  
which is punishable by not more than \$1,500 and/or not more than 30 days jail time.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Turn over

**Lick Creek CCSD #16**  
**2025 -2026 Proof of Residence**

The Illinois State Board of Education requires school districts to develop procedures that will be used to determine pupil residency. Lick Creek Elementary School is required to verify the address submitted by parents/guardians at the time of registration. Addresses that are provided to the school should be the 911 address of residence. Post office box addresses are **not** acceptable.

All parents and guardians will be required to sign an Affidavit of Residence before enrolling students for the 2025-26 school year. In addition to signing an Affidavit of Residence certifying that their child resides in Lick Creek School District, parents must also offer proof of residency by submitting a copy of one of the following items that shows legal residency within the Lick Creek School District:

1. Driver's license
2. Property tax bill
3. Signed and dated lease and proof of last month's payment for renters
4. Most recent utility bill
5. Voter Registration Card

If a student does not live with his/her parent(s), a parent will be required to complete an Affidavit of Transfer of Custody and Control. If a parent has transferred custody of their student to a guardian or custodian, the guardian or custodian must complete the Guardian or Custodian Affidavit. These forms must be completed before enrollment in the Lick Creek School district is permitted. Upon completion of these forms, the child must live, eat, and sleep at the reported address during the time he/she is attending Lick Creek Elementary School.

## **Students**

### **Residence**

#### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living with the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### **Residence of Students with Disabilities**

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

#### **Requests for Nonresident Student Admission**

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### **Admission of Nonresident Students Pursuant to an Agreement or Order**

Nonresident students may attend District school pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.  
 105 ILCS 45/, Education for Homeless Children Act.  
 105 ILCS 70/, Educational Opportunity for Military Children Act.  
 23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5<sup>th</sup> Dist. 1992).  
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1<sup>st</sup> Dist. 1997).  
Kraut v. Rachford, 51 Ill.App.3d 206 (1<sup>st</sup> Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: June 23, 2025