

**Students**

**Exhibit - Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident**

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce a lease, purchase property agreement, or other similar document – other documents will also be required to establish residency. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed by the individual enrolling the child and returned to the Principal. Please print.**

|   |      |                |  |
|---|------|----------------|--|
| _____   |      | _____          |  |
| Child   |      | School         |  |
| _____   |      | _____          |  |
| Individual enrolling the child                    |      | Home Telephone |  |
| _____   |      |                |  |
| Relationship to the child                         |      |                |  |
| _____   |      |                |  |
| Residence street address                          | City | Zip code       |  |
| _____   |      | _____          |  |
| Signature of the individual enrolling the student |      | Date           |  |

**To be completed and signed by the individual who is responsible for the residence. Please print.**

|  |  |           |  |
|--|--|-----------|--|
| _____  |  | _____     |  |
| Name of the individual who is responsible for the residence  |  | Telephone |  |
| I am responsible for this residence by <input type="checkbox"/> ownership, <input type="checkbox"/> lease, or <input type="checkbox"/> other _____ |  |           |  |
| Total number of: Persons living at this residence _____ Rooms in residence _____ Bedrooms _____  |  |           |  |
| State the reasons for this living arrangement, including your relationship to the individual enrolling the child:                                  |  |           |  |
| _____  |  |           |  |

**I certify that this information is true and that the individuals named above are living in my residence.**

|  |  |       |  |
|--|--|-------|--|
| _____  |  | _____ |  |
| Signature of the individual who is responsible for the residence |  | Date  |  |

**WARNING:** 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 non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School 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 School 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)).

ADOPTED: December 5, 2000  
REVISED: October 16, 2009  
REVIEWED: January 10, 2014