| Person Seeking to Enroll a Student: | 1. Must present a certified or registered birth certificate for the student  

**Must present proof of residency within the District by providing the required number of documents from each of the following categories:**  

2. Category 1 (present one document - options below)  
   - Most recent property tax bill and proof of payment, e.g. cancelled check or form 1098 (homeowners)  
   - Mortgage Papers (may only be used if a new resident and not yet received a tax bill for Glencoe home)  
   - Signed and dated lease and proof of last month’s payment, e.g. cancelled check or receipt (renters)  
   - Letter from manager and proof of last month’s payment, e.g. cancelled check or receipt (trailer park residents)  
   - Housing letter (military personnel)  
   - Letter of residence from landlord in lieu of lease  
   - Letter of residence is to be used when the person seeking to enroll a student is living with a District resident. (7:60-E2)  

3. Category 2 (must present three documents with name and address - examples listed below)  
   - Driver’s License  
   - Vehicle Registration  
   - Voter Registration  
   - Most recent cable television bill and/or credit card bill  
   - Current public aid card  
   - Most recent gas, electric, and/or water bill  
   - Receipt for moving van rental  
   - Homeowners or Renters Insurance policy or premium docs.  

If one exists, must present court order, agreement, judgment or decree that awards or gives custody of the child to any person (including divorce decrees that award custody to one or both parents).  

| Non-Parent Seeking to Enroll a Student: | 1. Must present a completed “Statement of Transfer of Custody, Control and Responsibility to a Non-Parent.” (Not required if the natural or adoptive parents are unavailable.)  

2. Must present a completed “Statement of Transfer of Custody, Control and Responsibility to a Non-Parent.” (Not required if the natural or adoptive parents are unavailable.) |