



Establishing Student Residency

	Requirements and Actions that Must Be Completed
Person Seeking to Enroll a Student:	Must Present a certified or registered birth certificate for the student
	<p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (one document required)</p> <ul style="list-style-type: none"> • 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) <p><u>Category II</u> (3 documents showing proper address are required)</p> <ul style="list-style-type: none"> • 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 documentation
	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:	Must complete and sign a "Statement of Custody, Control and Responsibility of a Student by a Non-Parent" form (7:60-E3).
	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.)

IMPORTANT:

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

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 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 non-resident of the District is 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 any false information regarding 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)).