



# 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 students who are residents of the School District to enroll and attend on a tuition-free basis. The person claiming custody must also reside 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. Identification: (Please Print):

### Student:

\_\_\_\_\_ Name

\_\_\_\_\_ Birth Date

\_\_\_\_\_ Student School ID #

### Person Claiming Custody/Enrolling Student:

\_\_\_\_\_ 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 homeowners/renters 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 30 calendar days; however, a real estate contract, closing statement or 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.

**Warning and Affirmation:** Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll as a student on a tuition-free basis when the student is known to be a non-resident of the School District. The District will seek prosecution to the full extent of the law any person who the District believes has committed any residency-related violation. Additionally, a civil lawsuit may be initiated by the District.

*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