

**PARK RIDGE-NILES SCHOOL DISTRICT 64  
2018-19 REQUIRED RESIDENCY DOCUMENTS**

The checklist below will help you prepare the documents needed to prove residency.

Documents can be scanned (PDF file), or you may upload a picture (JPG file) from your phone as long as the information is readable.

If you are unable to upload your documents into Infosnap, you may still provide print copies to the school office.

All documents will be verified by school staff. The District will review all submitted information and may further investigate a student's residency before registration is considered complete.

**RESIDENCY DOCUMENTS** - You must provide documentation showing the student and legal guardian PHYSICALLY RESIDE at the address. All documents must be current and show the parent's or guardian's name and address. Any personal information (account numbers, etc.) that does not relate to your proof of residency can be blocked out.

FALSIFYING INFORMATION REGARDING RESIDENCY IS A CLASS C MISDEMEANOR SUBJECT TO  
UP TO 30 DAYS IN JAIL AND/OR A \$1,500 FINE (105 ILCS 5/10-20.12B & 730 ILCS 5/5-4.5-65)

**Category A (must provide ONE from this category)**

- Most recent property tax bill with parent/guardian name and mailing address that matches the student's home address
- Most recent month's mortgage statement
- New homeowners (last 6 months) - Closing Disclosure for the purchase of the home
- Lease agreement signed by both parties AND proof of last month's rent payment. Proof of payment can include: copy of front and back of cleared check from bank, copy of money order, copy of cashier's check, or payment receipt with landlord's signature and phone number
- In lieu of lease, a signed and notarized letter of residence from landlord with contact information, monthly rent amount AND proof of last month's rent payment. Proof of payment can include: copy of front and back of cleared check from bank, copy of money order, copy of cashier's check, or payment receipt with landlord's signature and phone number
- Section 8 letter
- I am living with someone else who is the homeowner or lease tenant. (If you select this option, you will be required to complete additional residency affidavits.)

**AND**

**Category B (must provide TWO from this category)**

- Most recent month's cable TV bill
- Most recent month's telephone bill
- Current homeowner's/renter's insurance policy
- Most recent month's gas bill
- Most recent month's electric bill
- Current bank statement
- Current credit card statement
- Most recent month's water bill
- Current Medicaid card or LINK card

**IF YOU CANNOT PRODUCE ALL REQUIRED DOCUMENTS OR NEED HELP:**

Please call your school office to determine how to proceed. During the summer when school is not in session, please call the District office at 847-318-4300.

Homelessness or Temporary Living Situations: Your child may qualify for additional services. Students experiencing homelessness or a temporary living situation should contact the District 64 McKinney-Vento Liaison Michael Padavic at 847-318-4332.