

Northbrook/Glenview School District 30
Establishing Student Residency

Parent(s)/guardian(s) must provide proof of residency at: preschool/kindergarten registration and when entering as a new student. The following information must be provided prior to the first day of the student's attendance. The required documents are as follows:

- An original certified or registered birth certificate, with raised seal, for the student or/passport

AND

CATEGORY I (ONE document required)

- Most recent property tax bill and proof of payment, e.g. canceled check (homeowners)
- Executed Agreement of Sale (contract on home) and proof of closing documents
- Original signed and dated lease and proof of last month's payment, e.g. canceled check or receipts (renters). The District must have a valid lease on file at the District Office at all times. When your lease expires, please bring a copy of your renewed lease to the District Office.

AND

CATEGORY II (DRIVER'S LICENSE) and (ONE additional document from the list below)

- Driver's license (**issued to current D30 address; you have 30 days to provide this**)
- Most recent cable television and/or credit card bill
- Pay Check Stub
- Current homeowners/rental insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill

- Student has a parent or guardian who is a deployed or active member of a branch of the armed forces of the United States.

- Completed *Affidavit of Residence, Custody, Control and Responsibility*

- A notarized letter is needed from homeowner, explaining living arrangements, when an out of district student seeking enrollment is living with a district resident.

- Notarized Pre-Registration Questionnaire* required by parent/guardian when an out of district student seeking enrollment is living with a district resident

- Notarized Pre-Registration Questionnaire* required if a non- parent seeks to enroll a student

- Anyone with a Custody Order seeking to enroll a student 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 of the child to one or both parents).

IMPORTANT - PLEASE READ AND INITIAL:

I affirm that The District reserves the right to evaluate all documents presented. Merely sharing the documents listed in this process does not guarantee admission. The District may require a home visit or additional documents to verify residency.

WARNING:

The proof of residency affidavit attests that the child being registered is living with the person having custody and control. Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the attendance roll immediately. Parents/guardians making a fraudulent registration will also be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost.

*A person who knowingly enrolls or attempts to enroll in this School a student known by that person to be a non-resident 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 the district has committed a Class C misdemeanor (105 ILCS 5/10-20.12b (f)).

I certify that I understand the residency requirements and that I know the penalty for fraudulent registration.

Signature of Parent/Guardian

Date