

Students

Administrative Procedure - Establishing Student Residency

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories: ¹</p> <p><u>Category I (One document required)</u></p> <ul style="list-style-type: none"> Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners) Mortgage papers (homeowners) Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters) Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents) Letter of residence from landlord in lieu of lease (7:60-AP2, E1) Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2) <p><u>Category II (Two documents showing proper address are required)</u></p> <ul style="list-style-type: none"> Driver's license Vehicle registration Voter registration Most recent cable television and/or credit card bill Current public aid card Current homeowners/renters insurance policy and premium payment receipt Most recent gas, electric, and/or water bill Current library card Receipt for moving van rental Mail received at new residences <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u> ²</p> <p>Must provide one of the following within 60 days after the date of student's initial enrollment)</p> <ul style="list-style-type: none"> Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence

The footnotes should be removed before the material is used.

¹ Deciding which documents prove residency is a local matter; thus, these categories may be amended but documents required, when taken together, shall not result in a requirement for proof of legal presence, such as a Social Security number. See 23 Ill.Admin.Code §1.240(b).

² Required by 105 ILCS 5/10-22.5a.