

Brad Tuttle  
Superintendent



## Jersey Community Unit District No. 100

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March 17, 2023

Dear Parent or Guardian,

**Jersey Community School District #100 is excited that your prospective student may be enrolling at one of our schools.** Students enrolling for the first time in District #100 need to demonstrate that they are a legal resident of the school district. This applies to all ages, including kindergarten and pre-kindergarten students, and these residency requirements are mandated by Illinois State Law.

The basic rule is that a student's residency for the purpose of public school attendance is the district in which their parents or legal guardians or the person(s) who has legal custody reside. If the parent or guardian or person(s) with legal custody owns and resides in a house; or rents and resides in an apartment or house; or lives with someone within the school district and is the parent or adult with whom the child regularly lives; or if the student sleeps and eats meals regularly at the said residence and said residence is within the boundaries of Jersey Community Unit School District #100, the residency requirement is met.

For all students registering in Jersey Community Unit 100 School District for the first time, the parents/guardians/custodial parent will be required to provide proof of residency as follows:

One of the following documents that identify your current address is needed as proof of residency:

1. Current driver's license
2. Voter registration card
3. Utility bill(s) containing the parent's name
4. Lease showing the name, address and occupancy date
5. Occupancy permit or other local government document as a resident at the stated address

If you are unable to provide the acceptable proofs of residency the following procedure will be sufficient:

- a. Fill out an *Affidavit of Residence, Custody, Control and Responsibility* form and have it notarized. (This form is provided by the District);
- b. A signed letter from the landlord stating that you are living in a dwelling owned by him/her; and
- c. Proof that the landlord has control over the property, i.e. utility bill with the physical address and their name on the bill

A student or parent is required to provide the Administration with proof of residency any time there is a change of address or phone number. The same documentation may be used for proof of residency as mentioned above.

Thank you for your interest in Jersey Community School District 100 and we look forward to working with your family.

Sincerely,

Brad Tuttle  
Superintendent