



# STUDENT RESIDENCY VERIFICATION

Must present a certified or registered birth certificate for the student.

## Category 1 (one document required from this category - options listed below)

- Signed copy of mortgage (homeowners) papers
- Current property tax bill
- Current mortgage statement from a financial institution
- Form 1098 from mortgage lender
- Online tax payment confirmation from the Sangamon County Clerk's Office
- Signed and dated lease, and proof of last month's payment (e.g. canceled check or receipts - renters)
- Letter from manager or landlord in lieu of lease, and proof of last month's payment (e.g. canceled check or receipt) ([Click here for example](#))
- Note of residence to be used when the person seeking to enroll a student is living with a District resident ([Click here for example](#)). Proof of residency then falls on the homeowner or renter.

**AND**

## Category 2 (two documents showing the resident's current address are required - options listed below)

- Valid Driver's license or State issued ID
  - Current Vehicle registration
  - Current title (homeowners) insurance policy and premium payment receipt
  - Current renters insurance policy and premium payment receipt
  - Voter registration card (*application not acceptable*)
  - Current cable and/or credit card bill (*application not acceptable*)
  - Current public aid card (*application not acceptable*)
  - Current gas, electric and/or water bill (*application not acceptable*)
  - Receipt for moving van rental
  - Mail received at new residence
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## ACCEPTABLE ITEMS THAT PROVIDE PROOF OF PROPERTY OWNERSHIP

1. Mortgage
2. Mortgage Note
3. Deed or Deed of Trust
4. Title Insurance policies (Homeowners policy)
5. Closing Statement (May be call HUD-1 settlement statement)

## ITEMS THAT ARE NOT ACCEPTABLE AS PROOF OF PROPERTY OWNERSHIP

1. Mortgage application
2. Pre-approval letter from lender
3. Escrow disclosure statement
4. Good Faith Estimates
5. Truth-In-Lending statements



# New Berlin CUSD #16 ~ Residency Approval Form

School Year \_\_\_\_\_ New to District? (YES) (NO)

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

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Parent/Guardian/Responsible Party: \_\_\_\_\_

Active Duty Military? (REQUIRED) (YES) (NO)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPROVAL AUTHORIZATION

Residency approval complete (both Category 1 and Category 2 documents submitted)

Residency approval incomplete, pending return of the following:

*(Please indicate the items necessary for completion.)*

Category 1: \_\_\_\_\_

Category 2: \_\_\_\_\_

Documentation to be submitted to school or District Office by: \_\_\_\_\_

Residency denied due to the following: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

COPIES: Parent/Guardian / School / Director of Transportation