



CARTERVILLE
UNIT NO. 5
SCHOOL DISTRICT

PROOF OF RESIDENCY

THREE documents are required to verify residency. You must submit proof of residency within Carterville Unit #5 boundaries by providing **ONE document from Category I** and **TWO documents from Category II**.

All documents must be current (within past two months) and include parent/guardian name and address.

STEP 1 – Category I: (ONE document required)

HOMEOWNERS:

- Most recent Property Tax Bill
- Mortgage Statement (homeowner)
- Real Estate Closing Document (for closing within last 60 days)

RENTERS:

- Signed and dated Lease with landlord's phone # listed
- **If a lease is not available**, a "Letter of Residence from Landlord in Lieu of Lease" form is required. (Ask School Office for Form and Instructions)
- **If you reside with relatives or other individuals who live within Carterville Unit #5 Boundaries**, an "Evidence of Non-Parent's Custody, Control, and Responsibility of a Student" form is required. (Ask School Office for Form and Instructions)

AND

STEP 2 – Category II: (TWO documents required)

- Gas Utility Bill
- Electric Utility Bill
- Cable Utility Bill
- City/Village Water Bill
- Homeowner or Renters Insurance Policy/Premium Statement
- Current Public Aid Card
- Driver's License
- Voter Registration
- Vehicle Registration
- Bank Statement
- Credit Card Statement
- Receipt for moving van rental

LEGAL WARNING

- If a student is determined to be a non-resident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.
- A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident 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 without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).