



CARTERVILLE
UNIT NO. 5
SCHOOL DISTRICT

Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident

A person seeking to enroll a child may use this form as evidence of residency when a signed lease, purchased property agreement, or other similar document is unavailable – a driver’s license or state ID and one other residency document will also be required to establish residency. Return this completed form to the Building Principal. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

To be completed and signed by the individual enrolling the child and returned to the Principal. Please print.

_____	_____
Child	School
_____	_____
Individual enrolling the child	Home Telephone

Relationship to the child	
_____ / _____ / _____	
Residence street address	City Zip code
_____	_____
Signature of the individual enrolling the student	Date

TO BE COMPLETED AND SIGNED BY THE INDIVIDUAL WHO IS RESPONSIBLE FOR THE RESIDENCE. PLEASE PRINT.

_____	_____
Name of the individual who is responsible for the residence	Telephone

I am responsible for this residence by ownership, lease, or other _____

Total number of: Persons living at this residence _____ Rooms in residence _____ Bedrooms _____

State the reason for this living arrangement, including your relationship to the individual enrolling the child:

I certify that this information is true and that the individuals named above are living in my residence.

_____	_____
Signature of the individual who is responsible for the residence	Date

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)).