

Elementary School District 159

Proof of Residency Requirements for Student Enrollment 2018-19 School Year

Documentation must be provided at time of student registration for actual enrollment to take place. Please review carefully all requirements to avoid any delays in this process. If you have questions with any of the information listed below please contact the District Office at (708) 720-1300 for clarification. The district's website, www.dist159.com will also have detailed information on student registration and needed forms.

- Current and Valid Illinois Driver's License/State ID with a District 159 address. No exceptions
- Current Mortgage/Lease/Rental Agreement with an Elementary School District 159 address.
 - **IF YOU OWN**, provide the current mortgage documentation (coupon book, installment payments, etc.)
 - **IF YOU RENT**, provide the current lease agreement that shows the date of original and expiration, as well as the name, address and phone number of the landlord. Each year when it expires, a new lease must be provided with appropriate dates included.
 - **IF YOU LIVE WITH A RESIDENT OR FAMILY MEMBER** the resident/ homeowner that you live-with must provide the documents on this page and complete an *Affidavit of Residency Enrollment Form*. The parent/guardian minimally must provide a State of Illinois driver's license/ID. Please note that both the resident/homeowner and the parent/guardian must be present at time of registration to complete this process, no exceptions.
- For those parents who live with another family member or resident and who are reenrolling for the 2018-19 school additional documentation will be required. In addition to a current State of Illinois Driver License and/or State of Illinois ID, the following forms of documentation may be required of the parent/guardian at time of registration with the same ESD159 address as the resident registering the student. Minimally, please bring these additional documents at time of registration to avoid delays.
 - Current pay check stub with your District 159 address and address of employer,
 - State of Illinois Vehicle Registration Form,
 - Current IRS and/or State of Illinois Tax Documentation, and
 - Other State of Illinois Documentation that demonstrates proof of address.
- In addition to the Illinois ID and mortgage/rental documentation, the following must be presented at time of student registration to demonstrate residency:
 - Two (2) current utility bills in the form of gas, electric or municipality with address noted.
(Telephone and cable are not accepted)
 - One (1) other form of documentation that may include the following: property tax bill, auto insurance policy, State of Illinois license plate registration form, homeowner's insurance.

Other Important Documentation Required at Time of Student Registration:

- A Certified/Official Birth Certificate is required of all new students of ESD 159. Hospital certificates and photocopies are not official and will not be accepted. Only official birth certificates validated by seal will be accepted for registration purposes, per the Illinois School Code.
- Students entering Kindergarten in ESD 159 must be five years of age by September 1, 2018.
- Student Health Form Requirements: Up-to-date State of Illinois Physical Form with current immunizations must be provided to the district before students can start school as noted in the Illinois School Code. Students can be excluded from school of records are found to be incomplete, nonexistent or not turned in prior to the first day of school. Please consult the district website for details as vision, dental and other noted health records are also required for specific grade levels at time of registration.
- School Transfer Forms/Last Report Card for New Students: No public school district is required to admit a new student unless they can produce this form from the student's previous Illinois public school district per Section 2-3, 13a of the School Code.
- Custody Documentation (if applicable)
 - Divorce Decree showing custody section with certified Court stamp.
 - Current Form 906 from the Department of Children and Family Services (DCFS)
 - Guardianship or other affidavits of custody documentation certified by court presiding.
- Current IEP or 504 Plan (if applicable) should be presented to staff at registration.