



Proof of Residency

(Please print)

I, _____ affirm, as of the date of my signing this Proof of Residency, I live at (address) _____ in (city) _____ and by this residency, am legally entitled to have my child (name) _____ attend: (circle) **Benjamin ~ Evergreen** School. This child will be residing at this address during the academic school year.

I understand that, as the custodial parent or legal guardian, if I move outside of the legal boundaries of Benjamin School District No. 25 during the school year, it is my responsibility to notify the principal of: (circle) **Benjamin ~ Evergreen** School that I am no longer a legal resident of Benjamin School District No. 25. When a student’s residence change is due to the military service of obligation of the student’s legal custodian, the student’s residence is deemed unchanged for the duration of the custodian’s military service obligation if requested in writing. The student’s transportation to and from school is not the district’s responsibility.

In signing this document, I acknowledge having read and understood the following provision of *The Illinois School Code*.

“If a pupil is determined to be a non-resident of the district for whom tuition is required to be charged pursuant to this section, the School Board shall refuse to permit the pupil to continue attending the schools of the district unless the required tuition is paid for the pupil. A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a non-resident tuition charge shall be guilty of a Class C misdemeanor.” 105 ILCS 5/10-20.12b(f).

As confirmation of my residence above, a copy of the documents as specified on the attached list have been enclosed by mail or presented to the appropriate official at the: (circle) **Benjamin ~ Evergreen** School.

I understand that if the above information is determined to be false or misleading, the child/children named above will not be legally entitled to attendance at: (circle) **Benjamin ~ Evergreen** School.

Signature of Benjamin School District No. 25 resident
who is the parent, guardian, or custodian of the student

Date _____

Name of Student _____ Birth Date _____

Present evidence of proof of residency by providing the required number of documents from each of the following categories:

Category I – (One document required)

- Most recent property tax bill and proof of payment, e.g. canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month’s payment, e.g. canceled check or receipts (renters)
- Letter from manager and proof of last month’s payment, e.g., canceled check or receipt (trailer park residents)
- Letter of residence from landlord in lieu of lease (7:60-AP2, E1)
- Letter of residence to be used when the person seeking to enroll a student is living with a district resident (7:60-AP2, E2)

Category II – (Two documents, showing proper address, are required)

- Driver’s license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current homeowners/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill (telephone bill not acceptable)
- Receipt for moving van rental
- Current public aid card
- Mail received at new residences

Military personnel enrolling a student for the first time in the district must provide one of the following within 60 days after the date of student’s initial enrollment:

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

Military personnel wanting to keep child/ward enrolled in the district despite having changed residence due to a military service obligation: Upon submitting a written request, the student’s residence will be deemed to be unchanged for the duration of the custodian’s military service obligation. The district, however, is not responsible for the student’s transportation to or from school.

Military personnel placing non-resident child/ward with non-custodial parent while on active military duty: A student will not be charged tuition while he or she is placed with a *non-custodial parent* (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any “special power of attorney” created by the student’s parent/guardian for the district to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student’s temporary record.

Anyone with a Custody Order seeking to enroll a student presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

A non-parent seeking to enroll a student must complete and sign *Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student* form, School Board Exhibit 7:60-AP2, E3.

Important: The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed above does not guarantee admission.

I cannot provide the required evidence for the following reason(s): _____

I will provide evidence of my residency by: (date) _____

This Proof of Residency form is to attest that the above child is not enrolling in the district solely for school purposes and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the attendance rolls immediately. Parents or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost.

I certify that I understand the residency requirements and that I know the penalty for fraudulent registration.

Signature of Parent/Guardian

Date

Relationship: _____

Phone: (_____) _____

Address of Parent/Guardian _____
