

## GENERAL RESIDENCY FORM

Student Name	Date of Birth
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School Name	Grade	<input type="checkbox"/> Male <input type="checkbox"/> Female
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This form is to be completed by the adult with custody of a student wishing to newly enroll in Woodridge School District 68, or by the student if age 18 or older. *Completing this form does not establish residency. The District may investigate residency status, including through a home visit and additional documentation, before allowing enrollment. Enrollment is not complete until residency is confirmed.*

### Step 1: Relationship to Student and Proof of Identity

The person completing this form is the student's (check one):

- Natural or adoptive parent  
Are parents divorced or separated? No Yes **(If yes, you must complete an Affidavit for Divorced or Separated Parents and submit the Joint Parenting Agreement or other documentation related to custody)**
  
- Court ordered permanent guardian **(Provide copy of Court Order)**  
Reason for court ordered guardianship: \_\_\_\_\_
  
- Statutory short-term guardian **(Provide copy of Appointment)**  
Date of appointment: \_\_\_\_\_ **(NOTE: Permanent guardianship must be ordered within 60 days of short-term order)**  
Reason for short-term guardianship: \_\_\_\_\_
  
- Adult caretaker receiving aid under the Illinois Public Aid Code  
Reason for student living with caretaker: \_\_\_\_\_
  
- Other adult who has assumed and exercises legal responsibility over the student  
**(NOTE: You must complete an Affidavit for Non-Parent/Non-Legal Guardian with whom Student Resides)**
  
- Foster parent with whom the student was placed by the Department of Children and Family Services  
Reason for student enrolling in the District (check all that apply)
  - \_\_\_ Foster parent resides in the District
  - \_\_\_ Other child care facility where the student resides is located in the District
  - \_\_\_ DCFS determined it is in the student's best interest to maintain attendance in the District
  - \_\_\_ Other: \_\_\_\_\_
  
- If student is completing form for self, check here

You must provide photo identification to prove your identity. If you do not have such documentation, contact the registration staff to discuss other forms of identification that may be acceptable.

You also must provide a certified, original copy of the student's birth certificate. If you do not have these documents, contact the registration staff to discuss other forms of identification that may be acceptable.

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### Step 2: Special Education

Does the student have an Individualized Education Program (IEP)?  No  Yes

Name of last school attended: \_\_\_\_\_

Check if either of the following apply:

- An Illinois public agency has legal guardianship
- An Illinois court has ordered residential placement

### Step 3: Residency Verification

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

List names of all individuals who reside at this address: \_\_\_\_\_

Check the box that best describes your living situation:

- Own home
- Rent home
- Stay in home owned or rented by third person **(NOTE: If you check this option you do not need to complete the remainder of Step 3. You and the person with whom you stay must complete forms and/or affidavits for families sharing a residence)**
- I have lacked a fixed, regular, adequate residence since \_\_\_/\_\_\_/\_\_\_ and live **(check all that apply)**:
  - in a shelter with others due to loss of housing, economic hardship, or similar reason
  - at a train or bus station, park or in a car in a hotel, motel, campground, or other similar situation
  - in an abandoned apartment/building**(NOTE: if you check this option you do not need not complete the remainder of Step 3. You must complete forms to determine if the student is a McKinney-Vento eligible student)**
- Other (describe): \_\_\_\_\_

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Unless you lack a fixed, regular, adequate residence, you must provide documentation showing you reside on a regular, fixed, nighttime basis at the address provided. *All documents must be current (within the last 30 days) and show your name and address.* Check the boxes for the documentation you are providing and include the documentation with this completed form. To guard your security, please block out account and social security numbers on the documents before you present them.

Category A – provide at least one (1)	Category B – provide at least two (2)	
<input type="checkbox"/> Real estate tax bill <input type="checkbox"/> Signed lease <input type="checkbox"/> Mortgage document or payment <input type="checkbox"/> Military housing letter <input type="checkbox"/> Section 8 letter <input type="checkbox"/> Other*: _____	<input type="checkbox"/> Gas bill <input type="checkbox"/> Electric bill <input type="checkbox"/> Water/sewer bill <input type="checkbox"/> Phone bill (not mobile phone) <input type="checkbox"/> Cable bill <input type="checkbox"/> Vehicle registration <input type="checkbox"/> Bank statement <input type="checkbox"/> Other*: _____	<input type="checkbox"/> Public aid card <input type="checkbox"/> Medicaid card <input type="checkbox"/> Food stamp card <input type="checkbox"/> Credit card statement <input type="checkbox"/> Pay check stub <input type="checkbox"/> City sticker receipt

\*Please contact the school office if you are having trouble collecting all required documents.

If the student or one of the student’s parents/guardians regularly sleeps or spends time at **any other** address(es) than the one provided above, other than for social activities such as playdates, sleepovers, parties, etc., provide the name, address, and phone number of the person(s) at whose address the person regularly sleeps or spends time as well as a description of the reason the person stays at the address(es) and when the person usually stays there. **Use additional pages if necessary to provide information for all addresses at which the person regularly sleeps or spends time:**

Other Address(es) and Contact Information for Owner/Renter	Description of Circumstances

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Do you own, rent, or lease any other residential property than that identified above? If so, provide address information for such property(ies): \_\_\_\_\_

**Note:** Based on your answers to this form, you may be required to complete an additional affidavit.

### Step 4: Affirmation and Warning (MUST be completed in the presence of a District employee)

Please read the following statements, **initial each**, and sign below:

\_\_\_\_\_ I affirm that the information presented in this verification form, and that is or will be presented in connection with any investigation of my residency or the residency and custody of the student, is true, complete, and accurate.

\_\_\_\_\_ I understand that knowingly or willfully providing false information to a School District regarding the residency of a child for the purpose of enabling that child to attend any school in that District without the payment of nonresident tuition is a Class C misdemeanor.

\_\_\_\_\_ I understand that knowingly enrolling or attempting to enroll a child in the school of a School District on a tuition-free basis when I know the child to be a nonresident of the School District, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor, and I will be liable for payment of tuition, fees, and all other applicable fines.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Person Enrolling Student (Signature)

\_\_\_\_\_  
Person Enrolling Student (Print Name)

\_\_\_\_\_  
District Employee (Signature)

\_\_\_\_\_  
District Employee (Print Name)