Northbrook/Glenview School District 30

**Establishing Student Residency**

Parent(s)/guardian(s) must provide proof of residency at: kindergarten registration and when entering as a new student. The following information must be provided prior to the first day of the student’s attendance. The required documents are as follows:

An original certified or registered birth certificate, with raised seal, for the student or/passport

**CATEGORY I** (**ONE** document required)

Most recent property tax bill and proof of payment, e.g. canceled check (homeowners)

Executed Agreement of Sale (contract on home) and proof of closing documents

Original signed and dated lease and proof of last month’s payment, e.g. canceled check or receipts (renters)

Housing letter (military personnel)

**CATEGORY II** (**TWO** documents showing proper address required)

Driver’s license

Vehicle registration

Voter registration

Most recent cable television and/or credit card bill

Current public aid card

Current homeowners/rental insurance policy and premium payment receipt

Most recent gas, electric, and/or water bill

Student has a parent or guardian who is a deployed or active member of a branch of the armed forces of the United States.

Completed *Affidavit of Residence, Custody, Control and Responsibility*

A notarized letter is needed from homeowner, explaining living arrangements, when an out of district student seeking enrollment is living with a district resident

*Notarized Pre-Registration Questionnaire* required by parent/guardian when an out of district student seeking enrollment is living with a district resident

*Notarized Pre-Registration Questionnaire* required if a non- parent seeks to enroll a student

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

**IMPORTANT:**

The School District reserves the right to evaluate all documents presented. Merely sharing the documents listed in this process does not guarantee admission.

**WARNING:**

The proof of residency affidavit attests that the child being registered is living with the person having 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 roll immediately. Parents/guardians making a fraudulent registration will also be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost.

\*A person who knowingly enrolls or attempts to enroll in this School a student known by that person to be a non-resident 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 has committed a Class C misdemeanor (105 ILCS 5/10-20.12b (f).

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

Signature of Parent/Guardian Date