

7:60-AP2 Administrative Procedure - Establishing Student Residency

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	Must present a certified copy of the student's birth certificate. Must present proof of residency within the District by providing the required number of documents from each of the following categories: <u>Category I</u> (One document required) Mortgage Document or Property Tax Bill Legal Rental Agreement (Current, Not Expired) Month-to-Month Lease & Proof of Prior Month Payment Section 8 Letter (Current, Not Expired) Gas, Water, Sewer or Electric Bill (Dated within 60 days) Cable or Internet Bill (Dated within 60 days) Disposal Bill (Dated within 60 days) Letter of residence from landlord in lieu of lease (7:60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i>) Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2, <i>Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident</i>)

Category II (One document showing proper address are required)

Gas, Water, Sewer or Electric Bill (Dated within 60 days)

Valid Driver's license or State ID (Current)

DHS Approval Letter (Dated within 60 days)

Vehicle registration (Dated within 60 days)

Renter's Insurance (Not Expired)

Cable or Internet Bill (Dated within 60 days)

Disposal Bill (Dated within 60 days)

Military Personnel Enrolling a Student for the First Time in the District.

Must provide one of the following within six months 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 with Legal Custody of a Child Who Want to Keep the Child 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 Nonresident Child with *Non-Custodial Parent* While on Active Military Duty.

	A student will not be charged tuition while he or she is placed with a <i>non-custodial parent</i> (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).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student</i> 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 in this Procedure does not guarantee admission.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

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 that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor ([105 ILCS 5/10-20.12b\(f\)](#)).

APPROVED: October 10, 2023

Harlem School District 122