

Complete one per family.

**SCHOOL DISTRICT 102**  
**RESIDENCY AND CUSTODY FORM**

Illinois law generally provides that the residence of a student is the same as the residence of the person who has legal custody of the student. Only students who are residents of the District may enroll in and attend school in the school district on a tuition-free basis. In most cases, the person with legal custody of a student must reside in the District in order for the student to be deemed a resident. To assist the District in determining residency and legal custody, this form must be completed. The District may investigate the residency of any student before or after enrollment and may require the involved persons to provide additional information to be considered by the District in determining residency. A student will not be enrolled and will not be allowed to attend school until residency has been verified with the District.

**PART I – IDENTIFYING INFORMATION**

Student Name

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Grade

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Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Person Claiming Custody \_\_\_\_\_

Home Address (must be same as student) \_\_\_\_\_

Home Phone (must be same as student) \_\_\_\_\_ Relationship to Children \_\_\_\_\_

**PART II - RESIDENCY**

As initial proof of residency, the person with whom the student lives in the district and who claims custody of the student must attach to this form at least one document each from Categories A, B and C, all of which must be acceptable to the district. If the person enrolling the student claims the student is (1) homeless, or (2) attending school in the student's former district upon the determination of the Department of Children and Family Services, only the appropriate line in Category D must be checked.

**Category A – Submit one item with your name and current address on it.**

Most Recent Real Estate Tax Bill       Most Recent Mortgage Statement  
 Current Lease, cancelled security deposit check or receipt and most current rent receipt

**Please fill in all fields:**

Lease date of occupancy: month/date/year \_\_\_\_/\_\_\_\_/\_\_\_\_

Lease date of expiration: month/date/year \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of security deposit: month/date/year \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of rent receipt: month/date/year \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this a single family home: Yes \_\_\_\_ No \_\_\_\_

If no, how many units are in the building? \_\_\_\_\_

What is the landlord's name? \_\_\_\_\_

Landlord's telephone number: \_\_\_\_\_

A closing statement for the purchase of my residence dated less than one year ago  
 Living with a district resident (obtain additional required forms from the school office)  
 Military Housing Letter

**Category B - You must provide at least two original documents with your name and address listed and dated within the last 30 days**

Gas or electric bill       Voter registration card  
 Telephone or cable service bill       Home/apartment insurance certificate  
 Pay stub from employer       State of Illinois automobile registration  
 Public Aid card       Receipt for city vehicle sticker

**Category C – Submit one state or government issued photo identification with your name and current address on it.**

Driver's License – displaying current, in-district address or confirmation of changed address from DMV  
 State issued I.D. – displaying current, in-district address  
 Government issued photo I.D.

**Category D** None of the documents in Categories A, B or C above are applicable because:

- \_\_\_\_ 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act.
- \_\_\_\_ 2. The student is enrolling based on the determination of the Department of Children and Family Services (DCFS). Attach evidence of DCFS determination.

**PART III – CUSTODY** (Check as many of the following that are applicable.)

- \_\_\_\_ 1. I am the natural or adoptive parent of the student.
- \_\_\_\_ 2. The student lives with me on a full-time basis.

*If you are not the natural or adoptive parent with legal custody of the student, state the reason(s) the student is living with you:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_ 3. I provide the student with a regular nighttime place to sleep. ("Regular" means virtually full-time, including most weekends, holidays and school vacation periods.) *Please explain:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_ 4. The student is a foreign exchange student.

If you check any of the following items 5 through 10, attach a copy of the court order, marriage certificate, transfer of guardianship, evidence of receipt of public aid for the student or DCFS documents, as appropriate to the situation.

- \_\_\_\_ 5. I have a court order giving me custody or guardianship of the student.
- \_\_\_\_ 6. I am a caretaker relative of the student receiving aid for the student from the Illinois Department of Public Aid.
- \_\_\_\_ 7. I am a foster parent of the student who was placed with me by the Illinois Department of Children and Family Services.
- \_\_\_\_ 8. I am a representative of a child care facility with which the student has been placed by the Illinois Department of Children and Family Services.
- \_\_\_\_ 9. The student is under 18 years of age but has been emancipated by court order or marriage.
- \_\_\_\_ 10. I have been appointed a short-term guardian of the student.

*If you checked any of the above items, please provide additional detail:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART IV – AUTHORIZATION TO RELEASE INFORMATION** - \_\_\_\_\_ please initial that I have read and agree to the terms below

By signing this document, I authorize the residency officer or other authorized representative from School District 102 bearing this release, or a copy thereof, within one year of its date, to obtain information from any third party, including documents in files (for example, leases) pertaining to my place of residence. I hereby direct any third party in possession of such information or documents (for example, a landlord) to release such information upon request to the bearer of this document. This release is executed with full knowledge and understanding that the information is for the official use of School District 102.

**PART V – WARNING AND AFFIRMATION** - \_\_\_\_\_ please initial that I have read and agree to the terms below

It is a crime under Illinois law, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the district. I understand that if School District 102 determines that my student is not a resident of the District, my children will be removed from school and I will be responsible for payment of any tuition owed. If the District determines that I have provided false information about my residency, the District will seek prosecution to the full extent of the law and may initiate a civil lawsuit against me.

I affirm that I am a resident of this district and that the information presented in this affidavit and in connection with any investigation of my residency or the residency of the student is true, complete and accurate.

\_\_\_\_\_  
Signature of the person claiming custody of the student  
and with whom the student lives in the school district

Dated \_\_\_\_\_