

# West Northfield School District 31

## Declaration of Residency 2022-2023

☐ Pre-School/Kindergarten ☐ New Student ☐ Change of Address

I, \_\_\_\_\_, reside at \_\_\_\_\_  
(Name of Parent/Guardian) (Street, Apartment number, City, Zip)  
which is located within the boundaries of West Northfield School District 31.

List ALL District 31 students in your family (New & Current) below:

_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade____	DOB____
_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade____	DOB____
_____ LAST	/	_____ FIRST	Male/Female Circle One	Grade____	DOB____

Primary phone: \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Primary Email Address: \_\_\_\_\_ Secondary Email \_\_\_\_\_

Do you: ☐ Own ☐ Rent ☐ Other (Explain) \_\_\_\_\_

You must provide documentation showing you live at the address listed above. **Homeowners**, please attach a copy of three (3) of the documents listed below. **Renters**, please attach a copy of four (4) of the documents listed below. Please black out account and social security numbers on the documents. **If you cannot produce all 3/4 documents, skip to the next page. (Part 1A: Residency Verification)**

### Part 1: RESIDENCY VERIFICATION

**\*\*Category A: Homeowner - Provide one (1) document / Renter – Provide two (2) documents.\*\***

- ☐ **Homeowner:** Real Estate tax bill OR Bill of Sale OR Mortgage statement (bill)
- ☐ **Renter:** Signed lease (The District must have a valid lease on file at the District office at all times. When your lease expires, please bring a copy of your renewed lease to the District office.)
- ☐ **Renter:** Proof of last 2 months rent payments OR security deposit and proof of 1<sup>st</sup> month's rent pymt.
- ☐ Military housing letter / Section 8 Letter

**\*\*Category B: Homeowner/Renter - Provide two (2) ORIGINAL & CURRENT documents from the list below.\*\***

- ☐ Gas bill
- ☐ Electric bill
- ☐ Water/Sewer bill
- ☐ Phone bill (home or cell)
- ☐ Cable bill
- ☐ Vehicle Registration or Insurance (Home/Renters/Auto)
- ☐ Bank Statement
- ☐ Credit Card statement
- ☐ Paycheck stub
- ☐ City sticker receipt
- ☐ Other \_\_\_\_\_

**\*\*All documents must be within 2 months of the date you are proving Residency.\*\***

## PART 1A: RESIDENCY VERIFICATION

**\*\*Please contact the District if you are having trouble collecting all 3 documents. The District may require a home visit and/or additional documentation to verify residency.**

I am unable to provide three (3) of the above documents because: (check all that apply)

- ☐ Our family has not had a permanent residence since \_\_\_\_\_  
Date \_\_\_\_\_  
Last school attended \_\_\_\_\_  
Address of last permanent residence \_\_\_\_\_

**Please check all that apply:**

- ☐ Living in a shelter  
☐ Sharing housing with others due to loss of housing, economic hardship, etc.  
☐ Living at train or bus station, park or in car  
☐ Living in a hotel, motel, campground, or other similar situation  
☐ Living in abandoned apartment or building  
☐ Disaster victim  
☐ Unaccompanied youth  
☐ Temporarily housed, awaiting DCFS foster care placement  
  
☐ Other \_\_\_\_\_

You may qualify for additional services. Please ask the registration staff for more information or contact the District's McKinney-Vento Liaison, Janine Gruhn, at 847-313-4411.

Please indicate any social service agency you are currently working with: \_\_\_\_\_

## PART 2: RELATIONSHIP TO STUDENT

NOTE: You must provide a certified, original birth certificate. A copy will be made and the original returned to you. **Please check one (1) below:**

- ☐ I am the natural or adoptive parent listed on the birth certificate.  
(Please provide a certified copy of the Birth certificate and if applicable, the custody agreement.)  
☐ I was granted court ordered guardianship. (Please provide custody agreement, if applicable.)  
☐ I received aid on behalf of the child. (Please provide copy of court documentation.)  
☐ I have assumed and exercise responsibility for the child and provide him/her with a fixed, nighttime abode. **(Please check each of the following boxes to be true and accurate.)**

- ☐ The child is living with me because \_\_\_\_\_  
☐ I am at least 18 years of age.  
☐ The child eats and sleeps at my residence on a regular basis.  
☐ The child is not living with me for the sole purpose of having access to the educational programs of West Northfield School District 31.

Please read the following statements and initial each.

\_\_\_\_\_ I affirm that the information presented in this verification form, 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 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.

\_\_\_\_\_  
Name of Adult Enrolling Student (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Item received from Category A: \_\_\_\_\_

Items received from Category B: \_\_\_\_\_

Birth Certificate received: Yes \_\_\_\_\_ No \_\_\_\_\_ / Driver's License received \_\_\_\_\_

Release of Information Form: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Birth Certificate/Release of Information/Residency front page copied and sent to respective school: Yes \_\_\_\_\_ Date \_\_\_\_\_

If Part 1A is filled out, ISBE McKinney- Vento Common form completed: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Taken in by: \_\_\_\_\_ Date \_\_\_\_\_

Verified: \_\_\_\_\_ Date \_\_\_\_\_