

# West Northfield School District 31

## Declaration of Residency 2023-2024

☐ 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 – Choose two (2) vendors from the list below and provide one (1) current document from each.\*\***

- ☐ 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 \_\_\_\_\_