

Pleasantdale Elementary School  
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La Grange, IL 60525  
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Pleasantdale Middle School  
7450 S. Wolf Road  
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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | [www.d107.org](http://www.d107.org)

Attending Pleasantdale School District 107 schools is a privilege that is reserved for children who live within our school district boundaries. The cost of educating a child in our district is \$14,481 for school year 2017-18. Due to the costs associated with educating a child in our schools, and to ensure that only district residents are able to access our services, the Board directed the administration to implement an expanded residency verification process. In addition to our registration verification process for new students, kindergarten, and preschool, this updated process required families with students entering fifth grade to verify their residency as a Pleasantdale family. This new process was implemented in the spring of 2017.

Our revised residency verification procedure required parents to bring the appropriate residency documents to the district office where they were reviewed and verified by our office staff.

Acceptable residency documents fall into three different categories:

- Category A: rent, lease or mortgage papers
- Category B: current bill with the address clearly printed
- Category C: photo ID

Additionally, parents were asked to complete and sign a residency and custody form to acknowledge and affirm that they are appropriately representing their address (see attached).

These document reviews happened either during regular office hours or during one of the three extended evenings that were offered to parents. The length of time this process took varied based on how prepared parents were. Some parents were able to complete the process in approximately five minutes, while other parents required several visits to complete the process. Over the course of the spring and summer, about 25% of the district's families were verified, and no false residencies were found.

As we begin the registration process for the 2018-19 school year, the administration seeks direction from the Board on residency verification. The administration has drafted three options for the Board's consideration. These options include:

- Option 1: Check residency on new families, which includes all families with students entering preschool, kindergarten, as well as any family new to the district
- Option 2: Check residency on new families (see above) and verify residency on families with students transitioning from the elementary school (4th grade) to the middle school (5th grade)
- Option 3: Check residency on all families who have students who will be attending our schools

Residency verification during normal office hours took up a great deal of district office staff time. If the Board directed the administration to implement options 2 or 3, the district would offer time outside of regular office hours for residency verification. This is due to the increased number of verifications and to add a level of service and convenience to our families. To implement Option

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2, the district would offer extended hours over the course of the summer for roughly an additional 12 hours. During these extended evening hours, the district office will remain open later and possibly open on a Saturday. The estimated cost of staffing for Option 2 would be \$680. If the Board directed the administration to implement Option 3, all residency verification would be done during extended evening and Saturday hours for roughly 48 hours outside of normal business hours. The estimated cost of staffing for Option 3 would be \$2,725. A table of recommended options, structure of the residency verification plan, and costs is as follows:

	Description	Structure	Cost
Option 1	Check residency on new families, which includes all families with students entering preschool, kindergarten, as well as any family new to the district.	Parents present residency information during regular office hours at the administration center.	\$0
Option 2	Check residency on new families and verify residency on families with students transitioning from the elementary school (4th grade) to the middle school (5th grade).	Parents present residency information either during regular office hours or during the 12 extra summer hours.	\$680*
Option 3	Check residency on all families who have students who will be attending our schools.	Parents present residency information during the 48 extra summer hours (residency would only be taken for new families during regular office hours)	\$2,725*

\*Includes IMRF, Medicare, and FICA

The goal of any residency verification program is to ensure only district residents are able to take advantage of the services provided by the district. Our district has a practice of aggressively following up on every residency fraud case reported. The residency fraud cases that have come to the administration’s attention have been through parents or community members reporting witnessed incidents of fraud, not necessarily through the verification process. We look to the Board to provide guidance on how we can best balance our need to offer services only to district residents while not creating a overly-burdensome process for staff or parents.