

## Harlem School District No. 122 Proof of Residency

### To be Completed by Parent or Legal Guardian:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
 Parent/Legal Guardian Address: \_\_\_\_\_

**Verification Documents:** A minimum of two (2) documents are required to establish residency, one (1) from each category. If a utility bill is used to satisfy Category A, the same bill cannot be used to satisfy Category B. No hand-written letters will be accepted as Legal Rental Agreements or Affidavits. Board approved forms must be used.)

**Category A**

- \_\_\_\_\_ Mortgage Document or Property Tax Bill
- \_\_\_\_\_ Legal Rental Agreement (Current, Not Expired)
- \_\_\_\_\_ Month-to-Month Lease & Proof of Prior Month Payment
- \_\_\_\_\_ In Lieu of Lease 7:60-AP2, E1 & 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)

**Category B**

- \_\_\_\_\_ Pay Stub (Must be dated within 60 days)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Renters Insurance (Not Expired)
- \_\_\_\_\_ Moving van receipt (Must be dated within 45 days)
- \_\_\_\_\_ Cable or Internet Bill (dated within 60 days)
- \_\_\_\_\_ Disposal Bill (dated within 60 days)

(A Post Office Box **Will NOT** Be Accepted)

I hereby certify that the information given above on this form is a true and correct statement of my legal residence and that I am a parent or the legal guardian of the above student(s). Should my legal residence change while the above listed student(s) is (are) enrolled in the Harlem Consolidated School District, I will promptly notify the appropriate officials of this school district of the residency change. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent or legal guardian with whom the student resides. **I understand that a pupil admitted under false information is not legally enrolled.** The person providing false information is subject to penalty (Class C Misdemeanor) and is responsible for reimbursement to the school district for tuition on behalf of the student.

Illinois law indicates that a school district must establish schools to accommodate students who reside within the District. Boards of Education have a statutory duty to charge tuition to the parents or guardians of non-resident students. In Harlem School District No. 122, parents/guardians are required to verify that they reside within the boundaries of the District and of the specific school to which they attend. **A person who knowingly or willfully presents to the Harlem School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the District without the payment of a nonresident tuition charge is guilty of a Class C Misdemeanor (105 ILCS 5/10-20.12.b(f)).**

\_\_\_\_\_  
 (Signature of Parent or Legal Guardian)

\_\_\_\_\_  
 (Date)

**-Office Use Only-**

- New Student(s)
- Returning Student(s)
- Birth Certificate/Guardian Verified
- Change of Address
- Change of Guardian
- Foster Parent

**School Path:** \_\_\_\_\_  
 CST \_\_\_\_\_  
 IDT \_\_\_\_\_

Name of District Resident on Affidavit 7:60-AP-E-2 if applicable, mark as attached:  \_\_\_\_\_

\_\_\_\_\_  
 (Signature of District Representative – Required)

\_\_\_\_\_  
 (Date)

Approved: