

**Exhibit – Letters of Residence To Be Used  
When the Person Seeking to Enroll a Student is Living with a District Resident**

**7:60-AP-2-E-2**

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce a lease, purchase property agreement, or other similar document – other documents will also be required to establish residency. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed and signed by the individual enrolling the student. Please print.**

\_\_\_\_\_ (Child) \_\_\_\_\_ (School)

\_\_\_\_\_  
Name of the individual enrolling the student

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Current Residence Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Previous Residence Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip code

1. Relationship to child: \_\_\_\_\_
2. Is your current address a temporary arrangement?  YES  NO
3. Is this temporary living arrangement due to loss of housing or financial problems?  YES  NO
4. Other Reason(s) \_\_\_\_\_

I certify that this information is true and that I reside with the District Resident named below.

\_\_\_\_\_  
Signature of individual enrolling the student

\_\_\_\_\_  
Date

**To be completed and signed by the individual who is responsible for the residence. Please print.**

\_\_\_\_\_  
Name of the individual who is responsible for the residence

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Residence street address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip code

1. I am responsible for this residence by  ownership  lease, or  other
2. Relationship to the individual enrolling the child: \_\_\_\_\_
3. State the reasons for this living arrangement: \_\_\_\_\_
4. Total number of: Persons living at this residence: \_\_\_\_ Rooms in residence: \_\_\_\_ Bedrooms: \_\_\_\_

I certify that this information is true and that the individuals named above are living in my residence.

\_\_\_\_\_  
Signature of individual who is responsible for the residence

\_\_\_\_\_  
Date

**IMPORTANT:** The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING: To be initialed by individual enrolling the student and individual who is responsible for the residence.**

\_\_\_\_ / \_\_\_\_ Initials

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending the District school as a nonresident.

\_\_\_\_ / \_\_\_\_ Initials

A person who knowingly enrolls or attempts to enroll in this School District on a tuition free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b(e)).

\_\_\_\_ / \_\_\_\_ Initials

A person, parent/guardian who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling the student to attend any school in charge that district without the payment of a nonresident tuition is guilty of a Class C misdemeanor (105 ILCS 5/10-20 12b(f)).

Approved: