



The Board of Education of Woodland School District 50 requires that all students attending District 50 be legal residents of the district. Generally, to be a legal resident, a student must be living with a Parent or Legal Guardian who resides within our district and **possesses appropriate Custody documents**. At the time a student is registered, Parents or Guardians will be required to provide a minimum of 1 document from Category I and Category II listed below.

Administrative Procedure – Establishing Student Residency

Person Responsible	Requirements and Actions that Must be Completed
Anyone Seeking to Enroll a Student	<ul style="list-style-type: none"> • Must present a certified or registered birth certificate for the student. • Must present proof of residency within the District by providing one required document from each of the following categories: <ul style="list-style-type: none"> ○ Category I (Minimum 1 document required) <ul style="list-style-type: none"> ▪ Most recent property tax bill or Form 1098 (homeowners) ▪ Current mortgage papers or closing documents ▪ Signed Lease with current terms & all occupants listed ▪ Letter from management office verifying & approving all occupants (Apartment Complex & Mobile Home Parks) ○ Category II (Minimum 1 document required) <ul style="list-style-type: none"> ▪ Driver’s license, Photo ID, or Matricula Card with current address ▪ Vehicle registration or voter registration card ▪ Current Public Aid Card or credit card bill ▪ Current homeowners or renter’s insurance policy ▪ Current cable, gas, phone, electric, or waste management bill ▪ ADDITIONAL FORMS IF APPLICABLE <ul style="list-style-type: none"> ▪ Form (7:60-E1) Letter of residence from landlord in lieu of lease ▪ Form (7:60-E2) to be used when the person seeking to enroll a student is living with a district resident. ▪ Form (7:60-E3) Evidence of Non-Parent’s Custody, Control and Responsibility of a Student Form - Non-Parent Seeking to Enroll a Student must complete and sign this form. ▪ CUSTODY - Anyone with a Custody Order seeking to enroll a Student presents Court Order, Agreement, Judgment or Decree that awards or gives Custody of the students to any person including divorce decrees awarding Custody to one or both. ○ <u>Military Personnel Enrolling a Student for the First Time in the District</u> <ul style="list-style-type: none"> ▪ Must provide one of the following within 60 days after the date of student’s initial enrollment <ul style="list-style-type: none"> ➤ Postmarked mail addressed to military personnel ➤ Lease agreement of occupancy ➤ Proof of ownership of residence ○ <u>Military Personnel Wanting to Keep Child/Ward Enrollment in the District Despite Having Changed Residence Due to a Military Service Obligation.</u> Upon submitting a written request, the student’s residence will be deemed to be unchanged for the duration of the custodian’s military service obligation. The District, however, is not responsible for the student’s transportation to or from school.



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:

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 non-student tuition from the date the student began attending a District school as a non-resident.

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)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

If the parent/s or guardian/s insist they are residents but cannot show the standard form of residency outlined in the above referenced items, the parent or guardian may complete a Student Residency Affidavit, sign it in the presence of a Notary Public and submit it to the District Registrar. The Associate Superintendent of Business Services will assume the responsibility for making the final residency determination.