

**SCHOOL DISTRICT 41/NEW STUDENT ENROLLMENT FORM  
(TO BE COMPLETED BY THE PERSON CLAIMING CUSTODY OF THE  
STUDENT AND WITH WHOM THE STUDENT LIVES IN THE SCHOOL DISTRICT)**

Generally, Illinois law provides that the residence of a student is deemed to be the same as the residence of the person who has legal custody of the student and permits only students who are residents of the School District to enroll and attend on a tuition-free basis. The person claiming custody must also reside in the District. To assist the District in determining residency and legal custody, this form must be completed. The District may investigate the residency of any student before or after enrollment and require the involved persons to provide additional information to be considered by the District in determining residency. Enrollment is not completed, and attendance will usually not be permitted, until all residency issues are resolved.

**I. Identifying Information:** (PLEASE PRINT)

Student:	Person Claiming Custody:	Person Enrolling Student:
_____	_____	_____
[Name]	[Name]	[Name]
_____	_____	_____
[Address]	[Address]	[Address]
_____	_____	_____
[Telephone Number]	[Telephone Number]	[Telephone Number]
_____	_____	_____
	[Relationship to Student]	[Relationship to Student]

**II. Residency of Person with Whom Student Lives and Who Claims Custody of the Student:**

As initial proof of residency, the person with whom the student lives in the District and who claims custody of the student must attach to this Form at least one document from Category A and at least two documents from Category B, all of which must be acceptable to the District. If the person enrolling the student claims the student is (1) homeless, or (2) attending school in the student's former district upon the determination of the Department of Children and Family Services, only the appropriate line in Category C must be checked.

**Category A** (CHECK AND ATTACH AT LEAST ONE OF THE FOLLOWING DOCUMENTS:)

- \_\_\_\_\_ The most recent real estate tax bill for my residence showing me as the taxpayer
- \_\_\_\_\_ Signed lease for my residence
- \_\_\_\_\_ A closing statement for the purchase of my residence
- \_\_\_\_\_ A notarized letter from the owner of my residence stating that I reside at that residence and the duration of my residence. (E-3)

**Category B** (CHECK AND ATTACH AT LEAST TWO OF THE FOLLOWING DOCUMENTS:)

- \_\_\_\_\_ Driver's license
  - \_\_\_\_\_ Utility or cable bill
  - \_\_\_\_\_ Public Aid card
  - \_\_\_\_\_ Home/apartment insurance certificate
  - \_\_\_\_\_ Automobile registration - State of Illinois
  - \_\_\_\_\_ Receipt for city vehicle sticker
  - \_\_\_\_\_ Other (please describe below)
- \_\_\_\_\_
- \_\_\_\_\_

**Category C** None of the documents in Categories A or B above are applicable because:

- \_\_\_\_\_ 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act.
- \_\_\_\_\_ 2. The student is enrolling based on the determination of the Department of Children and Family Services (DCFS).
- \_\_\_\_\_ 3. Residency will be established within 30 calendar days.

**NOTE:** If you checked 2 above, attach evidence of DCFS determination. If you checked 3 above, attach a real estate contract, lease or closing statement.

**III. Custody:** (CHECK AS MANY OF THE FOLLOWING AS ARE APPLICABLE.)

- \_\_\_\_\_ 1. I am the natural or adoptive parent of the student.
- \_\_\_\_\_ 2. The student lives with me on a full-time basis.
- \_\_\_\_\_ 3. I provide the student with a regular nighttime place to sleep. ("Regular" means virtually full-time, including most weekends, holidays, and school vacation periods.)
- \_\_\_\_\_ 4. The student is a special education student.
- \_\_\_\_\_ 5. The student is a foreign exchange student.
- \_\_\_\_\_ 6. The student is at least 18 years old.
- \_\_\_\_\_ 7. I have a court order giving me custody or guardianship of the student.
- \_\_\_\_\_ 8. I am a caretaker relative of the student receiving aid for the student from the Illinois Department of Public Aid.
- \_\_\_\_\_ 9. I am a foster parent of the student who was placed with me by the Illinois Department of Children and Family Services.
- \_\_\_\_\_ 10. I am a representative of a child care facility with which the student has been placed by the Illinois Department of Children and Family Services.
- \_\_\_\_\_ 11. The student is under 18 years of age but has been emancipated by court order or marriage.
- \_\_\_\_\_ 12. I have been appointed a short-term guardian of the student.

**NOTE:** If you are not the natural or adoptive parent with legal custody of the student, state the reason(s) the student is living with you:

\_\_\_\_\_

**NOTE:** If you checked any of 7 through 12 above, attach a copy of the court order, marriage certificate, transfer of guardianship, evidence of receipt of public aid for the student or DCFS documents as appropriate.

**IV. Warning and Affirmation:**

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. The District will seek prosecution to the full extent of the law of any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District.

I affirm that I am a resident of this District and that the information presented in this Affidavit and in connection with any investigation of my residency or the residency of the student is true, complete and accurate.

\_\_\_\_\_  
Signature of the Person Claiming Custody of the Student  
and With Whom the Student Lives in the School District

Dated: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public