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### REQUIRED DOCUMENTS FOR REGISTERING A NEW STUDENT

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

#### Evidence Presented (original documents):

##### CATEGORY I (all documents are required)

- IL State Board of Education Transfer Form or Withdrawal Form from Previous School.
- Student's Birth Certificate.
- Court-ordered Transfer of Custody or Guardianship Papers
- A copy of current Health Certificate (physicals are required to enroll in specific grade levels).
- Required to Obtain a **High School** New Student Scheduling Appointment: current school official transcript, current grades, and course schedule; standardized test scores (PARCC, PSAT, SAT, ACT); IEP, 504 Plan, and/or Psychological/Social Work Evaluations.

##### CATEGORY II (one document showing the current address is required)

- Most recent property tax bill (homeowners).
- Mortgage papers (homeowners).
- Signed and dated lease (renters).
- Letter from manager and proof of last month's payment, i.e. cancelled check or receipt (trailer park residents).
- Housing letter (military personnel).
- Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-E2).
- Letter of residence from landlord in lieu of lease (7:60-E1).

##### CATEGORY II (three documents showing the current address is required)

- Illinois Driver's License/State ID.
- State of Illinois Vehicle registration.
- Voter's Registration Card.
- Most recent utility bill (gas, water, electric or telephone).
- Department of Children and Family Services (DCFS) Voucher.
- Current homeowners/renters insurance policy and premium payment receipt.
- Medicaid Medical Card.
- Village or county occupancy permit.

**This form is to attest that the above child is not enrolling in the District solely for the purpose of attending school and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a legal resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the attendance roster immediately. Parent or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost. Additionally, we will pursue fraudulent representation of address to the fullest extent of the law.**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Signature: