



# Central Community Unit School District 301

Dr. Todd Stirn, Superintendent

## Annual Form for Renters

A person seeking to enroll a child may use this form as evidence of residency when a signed lease is unavailable – other documents will also be required to establish residency. Return this completed form, signed by your landlord, to the Building Principal. 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 child and returned to the Principal. Please print.**

Child \_\_\_\_\_ School \_\_\_\_\_

Individual enrolling the child \_\_\_\_\_ Home Telephone \_\_\_\_\_

Relationship to the child \_\_\_\_\_

Residence street address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Landlord's name \_\_\_\_\_ Landlord's telephone \_\_\_\_\_

Landlord's address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

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

**To be signed by your landlord to verify that you are renting this residence.**

I certify that the individuals named above are living in the residence named above for the lease term of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

➔ Landlord's signature \_\_\_\_\_ Date \_\_\_\_\_

**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-resident 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 a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).



# Central Community Unit School District 301

Dr. Todd Stirn, Superintendent

## Host Family Form

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 by the individual enrolling the child and returned to the Principal. Please print.**

Child \_\_\_\_\_ School \_\_\_\_\_

Individual enrolling the child \_\_\_\_\_ Home Telephone \_\_\_\_\_

Relationship to the child \_\_\_\_\_

Residence street address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

 Signature of the 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 \_\_\_\_\_ Telephone \_\_\_\_\_

I am responsible for this residence by  ownership,  lease, or  other \_\_\_\_\_

Total number of: Persons living at this residence \_\_\_\_\_ Rooms in residence \_\_\_\_\_ Bedrooms \_\_\_\_\_

State the reasons for this living arrangement, including your relationship to the individual enrolling the child:

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

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

**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-resident 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 a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).



Non Parent / Custodian Form

This form establishes a child's residency in the School District when the child is not living with a natural or adoptive parent. It must be completed by the individual who has assumed custody. Read Important Warning and submit this form with your signature to the Building Principal.

Student's name \_\_\_\_\_ District attendance building \_\_\_\_\_

Name of individual completing this form (Please print) \_\_\_\_\_ Relationship to child \_\_\_\_\_

Please check all applicable boxes:

- The child lives with me at my residence address, as stated below, and is not living with me solely for the purpose of attending the District's school.
- I have assumed and exercise full legal responsibility for and control of the child regarding daily educational and medical decisions, including responsibility for:
  - medical decisions and costs
  - discipline and restitution for vandalism or other crimes
  - food and clothing
  - school fees (books, bus, etc.)

At my residence the child regularly: (Please explain any unchecked boxes)

- Eats meals \_\_\_\_\_
- Sleeps \_\_\_\_\_
- Spends weekends and summers \_\_\_\_\_

**Important Warning:** The School District reserves the right to evaluate the evidence presented. Completing this form does not guarantee admission. 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-resident 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 a student's residency to enable 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 5/10-20.12b(f)).



Date \_\_\_\_\_ Signature of individual completing this form \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

**Optional:** To be completed by the natural or adoptive parent(s), if one is available.

Please check all applicable boxes:

- I am the natural or adoptive parent of the child.
- I have willingly transferred full custody and control of, as well as responsibility for this child to (legal documentation attached):

The transfer of custody is not solely for the purpose of attending the District's schools.



Date \_\_\_\_\_ Signature of individual completing this form \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_



Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_ School \_\_\_\_\_


Parent /Guardian Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Please return this form with your registration material complete with your student's signature, parent/legal guardian's signature in each section.


**CONSENT FOR: PHOTOGRAPHED, VIDEOTAPED, AUDIO TAPED AND/OR INTERVIEW**

I consent to have my student photographed, videotaped, audio taped and/or interviewed by the staff of C.C.U.S.D. #301 (the "Board") or the news media on the school premises when school is in session or when my child is under the supervision of school staff. These pictures will include the yearbook, school newsletter, etc. Many times however, the school will want to identify a student in a school picture or publish the student's name. School officials may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent form below. Please note that students' names on the website may state their first name. Additionally, I hereby give the Board consent to use creative work(s) generated and/or authored by my child on the Internet, or on an educational CD, or any other electronic/digital media. I understand that my child may be identified by first and last name, as the author of said work.

  I give consent       I do not give consent to the information in the above paragraph \_\_\_\_\_  
Parent / Guardian Signature

**CONSENT FOR BOARD'S USE OF CHILD'S PHOTOGRAPH OR VOICE ON THE INTERNET OR ELECTRONIC/DIGITAL MEDIUM**

I also consent to the Board's use of my child's photograph or likeness or voice on the Internet (school website) or on an Educational CD or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise by reason of, or be caused by the use of my child's creative work(s), photograph, likeness or voice on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium. It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's creative work(s), photograph, likeness or voice.

  I give consent       I do not give consent to the information in the above paragraph \_\_\_\_\_  
Parent / Guardian Signature

**CONSENT FOR INTERNET USE**

Central Dist. #301 filters the Internet, but our school has adopted the following rules for optimum Internet use:

- 1.) Internet access is a privilege, not a right. Any school task can be completed without the Internet.
- 2.) Students may access the Internet for school related work only
- 3.) Students will not have e-mail accounts.
- 4.) Students must inform their teacher/supervisor that they are logging onto the Internet, state their purpose, and get approval.
- 5.) Students may not log-in under another student's username and password, students should not share their passwords with others.
- 6.) All printing is done with teacher/supervisor permission only.
- 7.) Changing of equipment, desktop and network settings, or physical damage of equipment is not allowed. Lack of compliance with these rules as well as those listed in the Student/Parent Handbook will result in disciplinary action, including the suspension of access to the computers.


**STUDENT: I agree to use the Internet responsibly and to follow the rules listed above:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT / GUARDIAN:** \_\_\_\_\_ **YES, my child may use the Internet as specified above**

SELECT ONE

Parent / Guardian Signature

 \_\_\_\_\_ **NO, I do not want my child to have access to the Internet**  
Parent / Guardian Signature



VERIFICATION OF RESIDENCY AND ENROLLMENT

Child's Name: \_\_\_\_\_ Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I, \_\_\_\_\_, live at \_\_\_\_\_

Name of Adult

Address

which is located within the boundaries of Central Community Unit School District #301.

Step 1: Residency Verification (Part A)

Do you:  Own your own home  Rent  Other: \_\_\_\_\_

You must provide documentation showing you live at the address listed above. Please check and attach a copy of three (3) of the following documents. You should black out account and social security numbers on the documents. If you cannot produce all three (3) documents, skip to Residency (Part B).

All documents must be current and show your name and address.

You must provide one (1) document from Category A and two (2) documents from Category B.

Category A - One (1) document

Category B - Two (2) documents

- Real estate tax bill
Signed lease
Mortgage document or payment book
Residency Attestation
Military housing letter
Section 8 letter
Other\*: \_\_\_\_\_

- Gas bill
Electric bill
Water/Sewer bill
Phone bill (no cell)
Cable bill
Vehicle registration
Bank statement
Other\*: \_\_\_\_\_
Public aid card
Medicaid card
Food stamp card
Credit card statement
Pay check stub
City sticker receipt
Driver's license/State ID

\*Please contact the registration staff if you are having trouble collecting all three documents. The district may require a home visit and/or additional documentation to verify residency.

I am unable to provide three (3) of the above documents because: (check all that apply)

Our family has not had a permanent residence since \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Address of last permanent residence: \_\_\_\_\_

Last school attended: \_\_\_\_\_

- Living in a shelter
Sharing housing with others due to loss of housing, economic hardship, or similar reason
Living at a train or bus station, park or in a car
Living in a hotel, motel, campground, or other similar situation
Abandoned apartment/building
Disaster victim
Unaccompanied youth
The child is temporarily housed, awaiting DCFS permanent foster care placement.

Other: \_\_\_\_\_

Your child may qualify for additional services—please ask the registration staff for more information or contact the District's McKinney-Vento Liaison at 847-464-6005.

Please indicate any social service agency you are currently working with: \_\_\_\_\_

OVER

*Central Community Unit School District #301*  
**VERIFICATION OF RESIDENCY AND ENROLLMENT**

Child's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Step 2: Relationship to Student**

You must provide a certified, original birth certificate. A copy will be made and the original returned to you. If the birth certificate is not available at the time of registration, other proof of the child's identity and date of birth is required, along with a signed affidavit.

**Check one below:**

- I am the natural or adoptive parent listed on the birth certificate. Please provide custody agreement, if applicable.
- I was granted court-ordered guardianship (provide copy of court document).
- I receive public aid on behalf of the child (provide copy of documentation showing receipt of aid).
- I have assumed and exercise responsibility for the child and provide him/her with a fixed, nighttime abode. **Please check each of the following boxes to be true and accurate.**
  - The child is living with me because \_\_\_\_\_.
  - I am at least 18 years of age.
  - The child eats and sleeps at my residence on a regular basis.
  - The child is not living with me for the sole purpose of having access to the educational programs of the school district.

**Step 3: Affirmation and Warning (Must be completed in the presence of a District employee)**

Please read the following statements and **initial each**:

\_\_\_\_\_ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

\_\_\_\_\_ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

\_\_\_\_\_ I understand that knowingly enrolling or attempting to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor and I will be liable for payment of tuition, fees, and all other applicable fines.

\_\_\_\_\_ Further, I/We agree that, should any statement herein be found to be false, and the residence of the student(s) under my/our care, control, and support be other than that represented; I/We will, as required by law, pay District 301 tuition in the amount of the per capita cost for maintaining this school in the previous year. The present rate of tuition is \$68.18 per student per day.

I affirm that the information is true and correct \_\_\_\_\_

Parent/Guardian Signature

Date

For Office Use Only:

Proof of residence must be provided and attached

\_\_\_\_\_ Initials of Employee taking information

Date of Verification \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Residency Officer/Building Administrator

**OVER**