



## VERIFICATION OF RESIDENCY

Student's Name: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Birth Date Student ID

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Birth Date Student ID

Student's Name: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Birth Date Student ID

I, \_\_\_\_\_, live at \_\_\_\_\_  
*Name of Parent/Guardian Address*

which is located within the boundaries of Carl Sandburg High School, District 230.

Has your address changed since the last time you proved residency?  Yes  No

### Step 1: Birth Certificate

**NEW/FIRST TIME STUDENTS ONLY:** You must provide a copy of the student's birth certificate (if born in the United States) or passport (if born outside of the United States).

### Step 2: Residency Verification

You must provide documentation showing you **live at** the address listed above. **You must provide one (1) document from Category I (in addition to proof of payment), and three (3) documents from Category II. All documents must be current and show your name and address.**

#### Category I - One (1) document AND proof of payment

- Most recent property tax bill **AND proof** of payment (e.g., cancelled check, receipt or copy of your property tax bill/receipt at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com))
- Current mortgage statement
- Closing statement for the recent purchase of residence (within the past 60 days)
- Signed and dated lease **AND proof** of last month's payment (e.g., cancelled check, receipt) -- **renters**  
**Lease must be valid on the first day of the school year (August 14, 2019).**
- Letter from manager **AND proof** of last month's payment (e.g., cancelled check, receipt) – **trailer park residents**

#### Category II – Three (3) documents (must include parent name & address, and be dated within last 60 days)

- Driver's license or State ID
- Vehicle registration
- Most recent cable television bill
- Current public aid card with name and current address
- Current homeowners/renters insurance policy **AND** premium payment receipt
- Most recent electric bill
- Most recent gas bill
- Most recent water bill

**The district may require a home visit and/or additional documentation to verify residency**

**PARTIAL PAPERWORK WILL NOT BE ACCEPTED**

Cont'd



# CARL SANDBURG HIGH SCHOOL DISTRICT 230

## ACCEPTANCE OF RESIDENCY AND ENROLLMENT INFORMATION

### 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.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature – Personnel receiving documents)