



Maine Township High School District 207

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Dr. Tatiana Bonuma
Superintendent
Effective July 1, 2024

District 207 Administration Center

Form #1: GENERAL RESIDENCY FORM

This form is to be completed by the adult with legal custody of a student requesting to enroll in Maine Township School District 207. **All sections of this form must be completed in its entirety.** If an item does not apply, write "N/A" in the space provided. Incomplete forms will delay your enrollment. Completing this form does not establish residency. The District may investigate residency status, including but not limited to conducting a home visit, additional documentation, meetings, etc. prior to allowing enrollment. Enrollment is not complete until residency is confirmed. Per School Board Policy: 7:60 Residency, the school district reserves the right to conduct a residency investigation at any time for school enrollment purposes.

Today's date: _____

Name, City, State and Country of the Last School Attended

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Student Information

Last Name	First Name	Birthdate	School ID Number
Last Name	First Name	Birthdate	School ID Number

Birth Parent or Legal Guardian Information

Last Name	First Name
Home Address	Email Address
Cell Phone / Home Phone	Work Phone

Birth Parent or Legal Guardian Information

Last Name	First Name
Home Address	Email Address
Cell Phone / Home Phone	Work Phone

Step Parent Information

Last Name	First Name
Home Address	Email Address
Cell Phone / Home Phone	Work Phone

Step 1: Relationship to Student and Proof of Identity

Required Identification Documents that accompany residency and enrollment:

- You must provide photo identification to prove your identity
- You also must provide a certified, original copy of the student's birth certificate

The person completing this form is the student's (Please check ONE of the seven options below):

- 1. Biological parent or adoptive parent**

Are parents divorced, separated or never married?

- No
- Yes

If yes, please complete Form #4

(If divorced, you must attach the Parenting Agreement or other documentation related to custody)

- 2. Court ordered permanent guardian (Attach a copy of the court order)**

- 3. Statutory short-term guardian (Provide copy of Appointment)**

Date of appointment: _____

(NOTE: Permanent guardianship must be ordered within 60 days of short-term order)

Please also complete Form #3

- 4. Adult caretaker receiving aid under the Illinois Public Aid Code**

Please also complete Form #3

- 5. Other adult who has assumed and exercises legal responsibility over the student**

Please also complete Form #3

- 6. Foster parent** with whom the student was placed by the Department of Children and Family Services

Reason for student enrolling in the District (check all that apply)

- Foster parent resides in the District
- Other child care facility where the student resides is located in the District
- DCFS determined it is in the student's best interest to maintain attendance in the District
- Other:

- 7. If student is completing form for self, check here**

Step 2: Special Education

Does the student have an Individualized Education Program (IEP)?

- Yes
- No

Check if either apply:

- An Illinois public agency has legal guardianship
- An Illinois court has ordered residential placement

Step 3: Residency Verification

Check the box that best describes your living situation:

- Own
- Rent
- Stay in home owned or rented by a third person

If you check this option you do not need to complete the remainder of this form. You and the person with whom you reside with must complete Form #2A and Form #2B

I have lacked a fixed, regular, adequate residence since ___/___/___ and I live: (check all that apply):

- In a shelter with others due to loss of housing, economic hardship, or similar reason
- At a train or bus station, park or in a car
- In a hotel, motel, campground, or other similar situation
- In an abandoned apartment/building
- Other (describe)

NOTE: If you check the option that you lack a fixed, regular, adequate residence above you do not need to complete the remainder of Step 3 Residency Verification. A different form will be used to complete your residency.

List the full names of all individuals who reside at your residence:

Name	Relationship to student	Birthdate	School attending / Employer

Do you or the other students' parent/guardian own, rent, or lease **any other residential property in Illinois?**

- No
- Yes (If yes, please also complete Form #5)

Documents Needed to Prove Residency

- Please provide **one item from Category A and two items from Category B.**
- All documents must be current (**within the last 30 days**) and show your name and address.
- Check the boxes for the documentation you are providing and include the documentation with this completed form.

Unless you lack a fixed, regular, adequate residence, you must provide documentation showing you reside on a regular, fixed, nighttime basis at the address provided. To guard your security, please block out account and social security numbers on the documents before you present them.

Category A - Must provide (1) item from below	Category B - Must provide (2) items from below
<ul style="list-style-type: none"><input type="checkbox"/> Mortgage statement<input type="checkbox"/> Real estate tax property bill (last installment)<input type="checkbox"/> A valid, signed lease and proof of last month's payment (canceled check, electronic payment, or a signed receipt)<input type="checkbox"/> Military housing letter<input type="checkbox"/> Section 8 letter	<ul style="list-style-type: none"><input type="checkbox"/> Gas bill<input type="checkbox"/> Electric bill<input type="checkbox"/> Water bill<input type="checkbox"/> Cable bill<input type="checkbox"/> Vehicle registration<input type="checkbox"/> City sticker receipt<input type="checkbox"/> Bank statement<input type="checkbox"/> Credit card statement<input type="checkbox"/> Paycheck stub<input type="checkbox"/> Medicaid card<input type="checkbox"/> Public Aid Card<input type="checkbox"/> Food Stamp Card

*Please contact the registration staff if you are having trouble collecting all required documents

Step 4: Residency Affirmation

Parent / Guardian enrolling student should read and **initial each space** provided here:

_____ I affirm that the information presented in this verification form, and that is or will be presented 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.**

_____ I understand the school district reserves the right to verify residency at **any point** throughout the year.

Parent / Guardian Enrolling Student (Signature) _____

Parent / Guardian Enrolling Student (Print Full Name) _____

Date _____

FOR OFFICE USE ONLY

- Transfer out form received (Non-feeder / high school students)
- Photo identification of all person(s) enrolling student
- Original birth certificate
- Divorce decree and parenting agreement
- Parents were never married and there is not a parenting plan filed in court
- Copy of appointment received for permanent / short term guardianship (If #2 or #3 checked)
- Form #2 completed (Parent/student living with district resident)
- Form #3 completed by person enrolling student (If #5 checked)
- Form #4 completed (Divorced, separated, or never married)
- Form #5 Residency Forms for Families Owning and/or Leasing More Than One Property
- Form #7 completed by Foster Parent (If #6 checked)
- Form #8 completed by school employee (If McKinney Vento eligible)
- McKinney Vento Rights provided
- Residency documents received by all person(s) enrolling student
- All documents, identification, and birth certificate downloaded to Infinite Campus
- Referred to District Office for follow up

Staff signature: _____

Date: _____

Notes: