

Pleasant Hill School District 69

3717 West Malone Street
Peoria, IL 61605
309-637-6829 office
309-637-8612 fax

ENROLLMENT PROCEDURE CHECKLIST FOR VERIFYING RESIDENCY REQUIREMENTS

STUDENT NAME: _____ DATE OF ENROLLMENT: _____

RESIDENT ADDRESS: _____

Anyone enrolling a student must present proof of legal custody through the following documents:

- Certified or registered birth certificate for the student (required)
- Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents)
- Completed and signed *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form

Must present proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document required)

- Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)
- Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)
- Letter of residence from landlord in lieu of lease
- Letter of residence to be used when the person seeking to enroll a student is living with a District resident

Category II (Two documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill
- Current library card
- Receipt for moving van rental
- Mail received at new residences

IMPORTANT: The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

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)).

Name of person verifying residency: _____ Date: _____