



South Holland School District 150

District Office

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www.sd150.org

Required Documentation Reference Sheet

All parents/guardians of students must bring proofs of residency as listed below to registration in order to register and receive student class assignments and schedule. **NO STUDENTS WILL BE ALLOWED TO BEGIN SCHOOL UNTIL REGISTRTRION IS COMPLETE. STUDENTS CAN ONLY BE REGISTERED BY THE PARENT/LEGAL GUARDIAN.**

ALL PARENTS/GUARDIANS MUST HAVE THE FOLLOWING:	
<input type="checkbox"/>	Original Birth Certificate (only if new)
<input type="checkbox"/>	Certified of the Minor Guardianship Order (if applicable)
<input type="checkbox"/>	Current 906 Placement Form from the Department of Children & Family Services (if applicable for children in care)

HOMEOWNERS	RENTERS
<input type="checkbox"/> Current Illinois State Driver's License or State ID with a valid address within School District 150 boundaries.	<input type="checkbox"/> Current Illinois State Driver's License or State ID with a valid address within School District 150 boundaries.
<input type="checkbox"/> Mortgage document such as a coupon book, payment statement, closing papers, trust documentation, deed, or real estate taxes.	<input type="checkbox"/> Current lease should list the following: <ul style="list-style-type: none"> • All resident names who reside in the household • Date of expiration • Name address and telephone number of the landlord. <input type="checkbox"/> Notarized Renter's Residency Verification Form.
<input type="checkbox"/> Three (3) current utility bills (water, gas, electric) <i>Must have name, address, and current date. **No older than 60 days.</i>	<input type="checkbox"/> Three (3) current utility bills (water, gas, electric) <i>Must have name, address, and current date. **No older than 60 days.</i>

LIVING WITH A RESIDENT
<input type="checkbox"/> <i>Living With Verification Form</i> Notarized (enrolling parent & property owner's signature) Homeowner and parent/guardian must be present at the time of registration.
<input type="checkbox"/> Current Illinois State Driver's License or State ID with a valid address within School District 150 boundaries. Drivers License and State ID must have the same address.
<input type="checkbox"/> The parent/guardian AND HOMEOWNER/LESSEE must provide 3 documents EACH for new students and returning students: Income – pay stub or electronic deposit slip, Public Aid, SSI , most recent W-2, Unemployment Benefits Statement, voter registration card, car registration etc. MORTGAGE OR LEASE IS REQUIRED.

NEW STUDENT
<input type="checkbox"/> ISBE Transfer Form
<input type="checkbox"/> Test scores or report cards from <i>previous school attended</i>
<input type="checkbox"/> Current Medical, Immunization records, and physical **No older than 1 year
<input type="checkbox"/> Current IEP and 504 (if applicable).
<input type="checkbox"/> 906 Placement Form – Caseworker Name – Agency Information (if applicable).

Illinois law indicates that a school district must establish free schools to accommodate students who reside within the District. Boards of Education have a statutory duty to charge tuition to parents or guardians of nonresident students. However, District 150 **does not accept out of district students**. All students in District 150 are required to verify that they reside within the boundaries of the District.

Rulings by Courts of Law, including the Supreme Court, have resulted in the creation of certain criteria to use in determination of residency. The general rule is that a student is considered a resident of the District in which his or her parents live unless the parents reside. In all cases, a student does not have the right to attend school tuition-free if the student moved into the school area or district primarily for the purpose of attending a specific school.

Guardianship papers are not sufficient evidence that a student is a legal resident in the District. The applicant must prove that the guardian has full legal custody and control of the student for an indefinite period of time. The guardian must also prove that the reason for transfer of custody and control is not related to school attendance.

RESIDENCY is established where the family legally lives. A person cannot have permanent residence in two places at the same time.

*** If you do not own the home, further documents will be required, one of which will be the signed and notarized Residency Verification from the property owner.**

Your family must be living in the home prior to your child's being admitted in school.

After all of the above requirements have been properly taken care of, the child's file will be processed and **placement of your child will take 1 to 2 school days.** You will be contacted by the school with your child's room assignment.

KNOWINGLY ENROLLING OR TRYING TO ENROLL A NONRESIDENT (OUT OF DISTRICT) STUDENT WOULD BE COMMITTING A CLASS C MISDEMEANOR, WHICH COULD BRING A 30 DAY JAIL TERM AND A \$1,500 FINE.