

## *Enrolling New Students*

*We welcome you to our school district and are glad to assist you with enrolling your child(ren) in our district. Before we can process your enrollment we will require the following:*

- 1. We will need to see a driver's license or other suitable ID with your current address.*
- 2. We will need at least two pieces of mail with your new address, one of which must be a utility bill.*
- 3. Transcripts from your previous school will need to be requested.*
- 4. We will need the transfer form from your previous school. This will indicate your student(s) standing at the time of transfer. Your last school will have to provide this.*
- 5. For students who are not living with their parents, we will need a notarized Affidavit of Residency. This will need to be filled out in the presence of a registered notary. They can be found at most banks, courthouses, car dealerships, real estate firms, etc.*
- 6. We will need to see a certified copy of the student's Birth Certificate.*

*105ILCS 5/10-20.12a of the school code states:*

*"A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a class C misdemeanor"*