

**Administrative Procedure - Establishing Student Residency- Dunlap School District #323**

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)</li> <li><input type="checkbox"/> Mortgage papers (homeowners)</li> <li><input type="checkbox"/> Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)</li> <li><input type="checkbox"/> Letter from manager and proof of last month's payment, e.g., canceled check or receipt (mobile home residents)</li> <li><input type="checkbox"/> Notarized letter of residence from landlord in lieu of lease</li> <li><input type="checkbox"/> Notarized letter of residence to be used when the person seeking to enroll a student is living with a District resident</li> </ul> <p><u>Category II</u> (Two documents showing proper address are required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driver's license</li> <li><input type="checkbox"/> Vehicle registration</li> <li><input type="checkbox"/> Voter registration</li> <li><input type="checkbox"/> Most recent cable television and/or credit card bill</li> <li><input type="checkbox"/> Current public aid card</li> <li><input type="checkbox"/> Current homeowners/renters insurance policy and premium payment receipt</li> <li><input type="checkbox"/> Most recent gas, electric, and/or water bill</li> <li><input type="checkbox"/> Current library card</li> <li><input type="checkbox"/> Receipt for moving van rental</li> <li><input type="checkbox"/> Mail received at new residences</li> </ul>
Anyone with a Custody Order Seeking to Enroll a Student	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).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form.
Anyone with a Custody Order Seeking to Enroll a Student	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).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form.

Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_