

Dunlap Community Unit School District #323
Establishing Student Residency- Administrative Procedure 7:60 AP2, E1
Letter of Residence from Property Owner in Lieu of Lease
Revised May 1, 2023

A person seeking to enroll a student may use this form as evidence of residency when a signed lease is unavailable. Additional documents will be required to establish residency. Return this notarized and completed form signed by the property owner to the school. Dunlap Community Unit School District #323 reserves the right to evaluate the evidence submitted. Completing this form does not guarantee enrollment.

Student Name

School

Name of Individual Enrolling the Student

Relationship to the Student

Telephone Number

Residence Street Address

City

Zip Code

Property Owner's Name

Property Owner's Telephone Number

Property Owner's Street Address

City

Zip Code

Signature of the Individual Enrolling the Student

Date

To be signed by the property owner to verify that the individual enrolling the student is renting the property.

I certify that the individual(s) listed above are renting and living at the property listed above for the term ____/____/____ through ____/____/____.

Signature of Property Owner

Date

Subscribed and Sworn to before me
on this ____ day of _____,
20 ____.

Signature of Notary Public

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Warning: If a student is determined to be a non-resident of Dunlap Community Unit School District #323 for whom tuition must be charged, the individuals enrolling the student are liable for non-resident tuition from the date the student began attending the school district as a non-resident.

A person who knowingly enrolls or attempts to enroll a non-resident student in Dunlap Community Unit School District #323 on a tuition-free basis can be found guilty of a Class C misdemeanor, except in limited circumstances as defined by State Law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to Dunlap Community Unit School District #323 any false information regarding residency of a student for the purpose of enabling the student to attend any school in the district without payment of a non-resident charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).