

Dunlap Community Unit School District #323
Establishing Student Residency- Administrative Procedure 7:60 AP2, E2
**Letter of Residence to be Used when the Individual Seeking to Enroll a Student is
Living with a District Resident**
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.

The individual completing this form will be responsible for providing two additional proofs of residency. The district resident that is housing the student will be responsible for providing three proofs of residency in accordance with our standard residency requirements.

Student Name

School

Name of Individual Enrolling the Student

Relationship to the Student

Telephone Number

Residence Street Address

City

Zip Code

Signature of the Individual Enrolling the Student

Date

To be completed and signed by the property owner to verify that the individual enrolling the student is renting the property. I certify that the individuals enrolling the student and the student listed above are living in my residence.

State the reasons of the living arrangements: _____

When did the individuals listed above begin living in your residence? _____

Do you anticipate the individuals listed above not living in the residence at any time? _____

What is your relationship to the individual enrolling the student? _____

Name of Property Owner

Telephone Number

I am a resident of the property listed above by ____ ownership ____ lease

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)).