



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

Residency

Pursuant to the laws of the State of Illinois and the policies of the Board of Education, Prospect Heights School District 23 has retained a third party to review the residency status of families attending the schools in the district and, when necessary, verify the residency status of such families to determine if they are proper attendees of District 23 schools.

If there is a determination that a nonresident student is attending a District school, the Board shall notify the parent/guardian of the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance in accordance with the Illinois School Code, specifically [105 ILCS 5/10-20.12b](#).

Residency shall be verified upon receipt of the following information:

Child's Name: _____ Birthdate: _____

Step 1: Residency Verification (Part A) Do you: (SELECT ONE)

- ☐ Own your own home/Es dueño de casa ☐ Rent/Renta ☐ Other/Otro

You must provide documentation showing you live at the address listed. Please check and attach a copy of three (3) of the following documents. If you cannot produce all three (3) documents, skip to residency (Part B). **All documents must be current (within the last 30 days) and show your name and address.**

You must provide one (1) document from category A and two (2) documents from category B.

Category A- One (1) document	Category B- Two (2) documents	
☐ Real estate tax bill	☐ Gas Bill	☐ Public aid card
☐ Signed lease	☐ Electric bill	☐ Food stamp card
☐ Mortgage document or payment book	☐ Water/Sewer bill	☐ Paycheck stub
☐ Residency Attestation	☐ Phone bill	☐ City sticker receipt
☐ Military housing letter	☐ Cable bill	☐ Driver's license/State ID
☐ Section 8 letter	☐ Vehicle registration	
☐ Other: _____	☐ Bank statement	
	☐ Credit card statement	
	☐ Other: _____	

*Please contact the registrar if you are having trouble collecting all three documents. Skip Residency part B if you have all three (3) documents.

Step 1: Residency Verification (Part B)

I am unable to provide three (3) of the above documents because: (check all that apply)

- ☐ Our family has not had a permanent residence since __/__/__.

Address of last permanent residence: _____

Last school attended: _____

STEP 2 IS TO BE COMPLETED BY FAMILIES ENROLLING IN DISTRICT 23 FOR THE FIRST TIME. IF STUDENT IS CURRENTLY ENROLLED, PROCEED TO STEP 3.

You must provide a certified, original birth certificate. A copy will be made and the original returned to you. If the birth certificate is not available at the time of registration, other proof of the child's identity and date of birth is required along with a signed affidavit.

☐ I am the natural or adoptive parent listed on the birth certificate. (Please provide a custody agreement, if applicable.)

☐ Other:

Please read the following statements and initial each.

Initial Here

Initial Here

Initial Here

Student Name: _____

Student Address: _____
Street City State Zip

Parent(s) signature: _____