

Admission

A parent, guardian, or caretaker enrolling a child in school for the first time, at any grade level, must provide a certified birth certificate, or present a passport or immigration papers for each child, as required by law (Missing Child Legislation).

Only students who legally reside in the district may enroll in District 23 schools.

To be admitted to kindergarten, a child must be five (5) years of age on or before September 1st. To be admitted to first grade, a child must be six (6) years of age on or before September 1st. Evidence of residency must also be presented at the time of registration. Proof of residency must be provided for each child at the time of enrollment regardless of whether or not the child may have siblings already attending District 23 schools.

Students considered to be homeless, as defined in the McKinney-Vento Act, shall immediately be enrolled even if the child is unable to produce records normally required for enrollment, e.g. previous academic records, medical records, proof of residency, or other documentation. As outlined in PHSD23 procedures 6:140-AP.

Residency

Students who attend District 23 schools MUST legally reside within the established boundaries of the school district.

By law, a student's residence is determined as being the same as the residence of the person who has legal custody of the child. "Legal Custody" may be defined as:

Legal custody may be held by a natural or adoptive parent (i.e. If the pupil lives with his or her natural or adoptive parents, the pupil is a resident of the school district in which his or her natural or adoptive parents live.)

or a person who is granted custody by the court. (i.e. If a court has granted custody, not guardianship, to an adult with whom the pupil lives, then the pupil is a resident of the district in which that adult lives, as long as the pupil is not living with the adult for access to the educational programs of the district.)

In instances where a child seeking admission resides in the district with a legally appointed guardian rather than the natural or adoptive parent, the school must be provided a copy of the court order granting legal custody to the appointed guardian. (i.e. If an adult has been granted short-term guardianship, then the pupil is a resident of the district in which that adult lives, as long as the pupil is not living with the adult for access to the educational programs of the district. An adult's written appointment of short-term guardianship is sufficient to enroll a student under 105 ILCS 5/10-20.12b of the School Code. The adult is required to obtain a court order granting permanent guardianship within 60 days of enrollment of the pupil; however, failure to do so shall not be grounds

to disenroll the pupil.)

Individuals who assume legal responsibility for a student must prove that they provide the child with a regular fixed nightly abode, meals and housing of personal effects. (i.e. If the pupil lives with an adult who has accepted responsibility for the pupil and provides a fixed night time abode for the pupil, then the pupil is a resident of the district in which that adult lives, as long as the pupil is not living with the adult for access to the educational programs of the district.) An “Evidence of Non-Parents’ Custody, Control, and Responsibility of a Student Form” (PHSD23 Procedures manual 7:60-AP2, E3) should be completed to document such residency.

The burden of providing that the student legally resides in the district is the responsibility of the person enrolling the child.

The school has the right to refuse admission to any student where legal residency is in doubt. This includes situations when the school believes that legal responsibility for a child has been assumed by a person solely for the purpose of enabling the student to attend District 23 schools.

Any individual who is denied the opportunity to enroll a student on the basis of residency is entitled to a hearing with the Superintendent and/or Board of Education.

In the event a child’s family moves out of the district, any student who legally resided in the district at the time of enrollment may be permitted to attend District 23 schools for the remainder of the school term.

Any child who is discovered to have been enrolled on the basis of false residency information may be removed from the school at any time during the school term.

Any person who knowingly enrolls a non-resident on the basis of false information may be subject to Board of Education legal action to recover annual tuition costs and is guilty of a Class C misdemeanor which carries the penalty of a fine, as imposed by the court.

MANDATORY ANNUAL PROOF OF RESIDENCY - RETURNING STUDENTS/FAMILIES

District 23 has contracted with a third party vendor to automatically verify student address information for all RETURNING students/families using the information provided by families in their online registration. We anticipate the majority of families will be successfully verified without needing to provide any additional forms or documentation. If there is any question regarding a student’s;s residency within the District 23 boundaries, the family will be contacted directly and the district may require additional documentation to verify where the student is living.