

PROOF OF RESIDENCY

Frequently Asked Questions

What is the Antioch District 34 residency policy?

In accordance with the Illinois School Code and Board policy 7:60, the Board of Education of Antioch School District 34 requires that all students attending District 34 schools be legal residents of the district. Registration of a student who is not a resident is considered a fraudulent act. Parents or guardians who fraudulently register a student will be charged tuition in accordance with the amount determined annually by the Board of Education. Further, the District may exclude your child from school. Finally, any person who knowingly enrolls or attempts to enroll a non-resident student in the District or presents to the District any false information regarding the residency of a student commits a Class C misdemeanor and shall be referred for criminal prosecution.

How is “residency” defined?

In order to attend Antioch School District 34, a student must reside within the school district boundaries. The Illinois State School Code defines the residence of a student as the “regular, fixed nighttime abode” of the student. The residence of a minor child is presumed to be the legal residence of the parent/guardian who has physical custody of the child.

What do I need to bring with me in order to prove residency?

To verify residency, you must present proof of residency within School District 34 by providing one document from category I and two documents from category II.

Category I (one document required):

Homeowners:

Most recent property tax bill

Current mortgage statement or mortgage papers/closing papers (for closing within last 60 days)

Renters:

Signed and dated lease and proof of last month’s payment, e.g., canceled check or receipt

Letter of Residence from Landlord in Lieu of Lease form and proof of last month’s payment, e.g., canceled check or receipt - **form is available on the district’s website**

Letter of Residence to Be Used When the Person Seeking to Enroll a Student is Living with a District Resident form - **form is available on the district’s website**

Category II (two documents required):

Each document must have the current address:

Driver’s license

Vehicle registration

Voter registration

Most recent credit card bill

Current public aid card

Current homeowners/renters insurance policy and premium payment receipt

Most recent gas, electric and/or water bill (cell phone bills are not accepted)

Receipt for moving van rental

Antioch's School Resource Officer and/or administrators may conduct a home visit to verify compliance with the Illinois School Residency Code. In order to verify residency, District 34 reserves the right to request additional documents and/or to conduct an investigation. Because residency can change for students and their families during the school year, District 34 may verify residency at any time.

What if I am the parent of a kindergarten student and I have already proven residency? Do I still need to come to the proof of residency event?

Yes. You will need to establish your residency as current for the start of the school year. You will receive the Parent and Student Handbook, apply for a fee waiver and drop off medical forms. Families will also have the opportunity to pay fees, obtain information regarding PTO, and the District 34 Educational Foundation.

Do all families have to prove residency?

Yes. Residency verification is a requirement of the Illinois State School Code.

Is this the first year residents have to prove residency?

No. All students have had to prove residency at the time of enrollment. This is the 3rd event where all students establish residency.

What if I don't have the required proofs of residency with me when I register?

All new applicants are required to submit the required proofs of residency. Applicants who do not have the required documents will be asked to return to the center with the appropriate materials in order to register. Antioch School District 34 staff will not accept any substitutions for items on the list of acceptable proofs. Copies of the tax bill can be obtained from the Lake County website.

What if I own a home but do not pay a mortgage (i.e., the home is paid for)?

If you no longer pay a mortgage on your home please provide the most recent tax bill. An electronic version can be printed out from the Lake County website.

Is a cell phone bill an acceptable document to satisfy proof of residency?

No. Examples of acceptable documents include utility bills such as electric, gas or water.

What if my family is homeless?

The proof of residency policy does not apply to homeless students and families. Please contact the District Office 847-838-8401 for assistance with registering your child. If you are staying in a shelter, bring a letter from the shelter staff stating that you are living there.

Will documents that I submit to prove residency remain confidential?

If a copy of a document is retained, it will be marked with the student's name and considered part of his or her confidential record. District 34 will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records.

What do I do if I am establishing residency for a child that is not living with a parent or legal guardian?

Please complete the form *Evidence of Non-Parents Custody, Control and Responsibility of a Student* form (available on district's website). The adult will also need to complete the *Certification of Legal Responsibility* form (on district website). The adult will also need to prove their residency in the district with the accepted documentation.

What if I live with a family member and do not have a lease?

The family member who owns the property will need to complete the *Letter of Residence to Be Used When the Person Seeking to Enroll a Student is Living with a District Resident* form (available on the website). The family member will need to prove their residency in the district with the accepted documentation. Additionally the enrolling parent should provide any documentation they can that they reside at that address (driver's license, voter registration, bills, etc.).

What if I rent but do not have a current/written lease?

Please complete and have your landlord sign the *Letter of Residence from Landlord in Lieu of Lease* form (on district website). Bring this form along with proof of last month's rent payment, e.g., canceled check or receipt.