



Glenview School District 34
1401 Greenwood Road
Glenview, Illinois, 60026-1511
www.glenview34.org

June 2017

Dear Parents,

As we prepare for the 2017-18 school year, please know that your family is required to prove residency to verify that you live in District 34 in order for your child(ren) to attend school starting on Wednesday, August 23. Enclosed you will find the residency packet for the 2017-18 school year, which helps explain the process.

Forms may be mailed to the district office, dropped off in person, or can be uploaded though online residency at www.glenview34.org/residency. If you choose to prove residency in person, our residency staff will be available at the District 34 Administration Building (1401 Greenwood Road, Glenview) to receive and process your information **Monday through Thursday between 8:00 a.m. and 3:00 p.m. from July 10th through July 27th.**

These documents need to be turned in by July 27th so that your student's enrollment is not delayed.

This is an important process. Although it is a criminal offense under state law to knowingly falsify information to enroll a student into a school outside his/her legal residency, some families try to do so every year. The current cost of educating a student in District 34 is approximately \$12,296. The Board of Education has a strong commitment to providing a quality education for its students and feels it is unfair for taxpayers to be burdened with the education of illegally enrolled students. Mandatory verification of residency for students is the Board of Education's attempt to address this challenge.

Verification applies to students new to District 34, students whose families have moved within the district during the previous school year, those entering early childhood, kindergarten, 3rd grade, 6th grade, families with a lease that expired during the previous school year, and other families as determined by the district.

Your patience and cooperation are appreciated.

Sincerely,

Dr. Dane Delli
Superintendent of Schools

Attea • Glen Grove • Henking • Hoffman • Lyon • Pleasant Ridge • Springman • Westbrook

(847) 998-5000 • (847) 998-5094 (Fax)

Residency Verification 2017-18 School Year

In order to attend Glenview School District 34 on a tuition-free basis, a student is required to physically reside within the boundaries of the school district on a permanent basis. Verification applies to students new to District 34, students whose families have moved within the district during the previous school year, those entering early childhood, kindergarten, 3rd grade, 6th grade, families with a lease that expired during the previous school year, and other families as determined by the district.

**To ensure that your child's enrollment is not delayed,
residency documents are due by July 27.**

Required documents are listed on the following page. All families must submit the required documents and affirmation of legal residency. Only one set of documents per family is necessary, if you receive multiple copies, please discard all but one.

In order for a document to be valid, it must:

- **Be current as of the first day of school or as of the current month**
- **Clearly show a name and address (service address for utility bills)**

Residency documents may be:

1. **Submitted online at: www.glenview34.org/residency**

2. **Mailed to: Residency Clerk
 Glenview School District 34
 1401 Greenwood Rd
 Glenview, IL 60026**

3. **Dropped off in person at 1401 Greenwood Rd Monday through Thursday from 8:00 a.m. to 3:00 p.m. between July 10th and July 27th.**

If information received at the time of registration does not satisfactorily confirm residency, District 34 may take additional steps to verify residency, including but not limited to any or all of the following steps:

- Request additional documentation verifying residency
- Make a personal home visit(s)

If District 34 determines that the parent/guardian is not a resident of the district, the parent/guardian will be:

- Notified of the student's immediate removal from school, subject to appeal procedures outlined in 105 ILCS 5/10-20.12b of the Illinois School Code
- The district may determine that the parent/guardian will be charged tuition fees per student per day of attendance for the entire duration of the student's attendance at the district during which time the student was not a resident. The district may take legal action against the parent/guardian to enforce collection.

If you have any questions regarding this process, please contact
Eric Miller, Asst. Superintendent for Business Services, at (847) 998-5008

2017-18 Residency Requirements

The documentation outlined below is required to prove residency.
One set of documents is required per family.

If you do not own, lease or rent, please contact the Residency Department for a Student Residency Affidavit form.

Homeowners	Lessees and Renters
<p data-bbox="464 537 646 569">MUST HAVE:</p> <p data-bbox="297 579 818 646">A current signed Affirmation of Residency (enclosed)</p> <p data-bbox="521 690 589 722">AND</p> <p data-bbox="396 768 711 800"><u>TWO</u> of the following:</p> <ul data-bbox="277 814 818 957" style="list-style-type: none">• Current State of Illinois Vehicle Registration• Current copy of electric bill (e.g. ComEd);• Current copy of gas bill (e.g. Nicor) <p data-bbox="516 1003 581 1035">AND</p> <p data-bbox="396 1081 699 1113"><u>ONE</u> of the following:</p> <ul data-bbox="277 1127 834 1677" style="list-style-type: none">• Proof of payment of current real estate taxes (e.g. cancelled check or Cook County Collector receipt); or• Current installment of Real Estate Tax Bill (from Cook County Treasurer website); or• Current homeowner's insurance policy showing name, insured address and policy period of homeowner; or• For new homeowners only, as a substitute for one of the above, Settlement Statement from closing documents. (This option is available for families who have recently closed on their homes and have not yet received a current property tax bill.)	<p data-bbox="1052 537 1234 569">MUST HAVE:</p> <p data-bbox="883 579 1404 646">A current signed Affirmation of Residency (enclosed)</p> <p data-bbox="1109 690 1177 722">AND</p> <p data-bbox="984 768 1297 800"><u>TWO</u> of the following:</p> <ul data-bbox="867 814 1408 957" style="list-style-type: none">• Current State of Illinois Vehicle Registration• Current copy of electric bill (e.g. ComEd);• Current copy of gas bill (e.g. Nicor) <p data-bbox="1101 1003 1166 1035">AND</p> <p data-bbox="984 1081 1287 1113"><u>ONE</u> of the following:</p> <ul data-bbox="867 1127 1422 1530" style="list-style-type: none">• Your valid current lease (signed and dated) or a statement from your landlord (signed and dated); or• Proof of rent payments for the last two months (e.g. cancelled checks, receipts, or a signed and dated statement from your landlord (which must include your landlord's phone number); or• Current rental insurance policy showing name, insured address and policy period of resident/policy holder

Documentation should not have expired prior to the first day of school. Additional documentation may be requested as deemed necessary on a case-by-case basis.

Glenview School District 34
AFFIRMATION OF LEGAL RESIDENCY

OFFICE USE
Approved: _____
Date: _____
Own: _____
Rent: _____
Other: _____
Pending:
1. _____
2. _____

Home Telephone Number: _____

Address: _____
(Street, Apt., City, Zip)

Email: _____

LIST ALL YOUR DISTRICT 34 PRE-K – 8th GRADE STUDENTS BELOW

Last name(s): _____ First name(s): _____ School: _____
Last name(s): _____ First name(s): _____ School: _____
Last name(s): _____ First name(s): _____ School: _____
Last name(s): _____ First name(s): _____ School: _____

I, _____ hereby state that I am the parent/legal guardian of the student(s) listed above and I have lived at the address indicated above since (month/year) _____, and am currently living at this address. The child(ren) named above are residing at this address and will continue to reside here during the 2017-18 school year.

I consider this to be my permanent address
As a confirmation of my residence, a copy of the documents as specified on the Proof of Residency Requirement form have sent by mail or presented to the appropriate school district official; OR

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

Our family has not had a permanent residence since: _____
Address of last permanent residence: _____
Last school attended: _____

- Living in a shelter, hotel, motel, campground, or other similar situation
- Sharing housing with others due to loss of housing, economic hardship, or similar reason
- Living at a train or bus station, park or in a car
- Living in an abandoned apartment/building
- Disaster victim
- Unaccompanied youth
- The child is temporarily housed, awaiting DCFS permanent foster care placement
- Other _____

Your child may qualify for additional services—please ask the registration staff for more information or contact the district's McKinney-Vento Liaison at (847) 998-5071.

Please indicate any social service agency you are currently working with: _____

I understand that if, as the custodial parent or legal guardian, I move outside of the legal boundaries of District 34 during the school year, it is my responsibility to notify the principal that I am no longer a legal resident.

In signing this document, I acknowledge having read and understood the following: A person who knowingly or willfully presents to a district representative any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school of the District without payment of a non-resident charge shall be guilty of a Class C misdemeanor. (105ILCS 5/1-2012b.)

I understand that if the information above is determined to be false or misleading, it may result in the student(s) named above to not be legally entitled to attendance at Glenview School District 34, and the district may take legal action to recoup valid tuition charges (estimated \$12,296 per year per student) for each day the student was not legally entitled to attend the district which will be my responsibility.

Signature of parent or legal guardian of above students

Date: _____