

Residency Verification 2018-19 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 May 25th.**

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**

Residency assistance will be available at the Administration building the following dates and times:

Thursday evening, April 5, 2018 from 5:00 p.m. to 7:00 p.m.

Tuesday evening, May 22, 2018 from 5:00 p.m. to 8:00 p.m.

Monday through Thursday mornings, July 9 through July 19 and August 6 through August 23 from 8:00 a.m. to 1:00 p.m.

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, Assistant Superintendent for Business Services, 847-998-5008 or emiller@glenview34.org

2018-19 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="464 533 646 564">MUST HAVE:</p> <p data-bbox="297 575 813 642">A current signed Affirmation of Residency (enclosed)</p> <p data-bbox="521 688 586 720">AND</p> <p data-bbox="396 766 711 798"><u>TWO</u> of the following:</p> <ul data-bbox="277 810 813 953" 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="513 999 578 1031">AND</p> <p data-bbox="396 1077 699 1108"><u>ONE</u> of the following:</p> <ul data-bbox="277 1121 829 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="1049 533 1230 564">MUST HAVE:</p> <p data-bbox="883 575 1399 642">A current signed Affirmation of Residency (enclosed)</p> <p data-bbox="1105 688 1170 720">AND</p> <p data-bbox="980 766 1295 798"><u>TWO</u> of the following:</p> <ul data-bbox="862 810 1398 953" 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="1097 999 1162 1031">AND</p> <p data-bbox="980 1077 1284 1108"><u>ONE</u> of the following:</p> <ul data-bbox="862 1121 1414 1524" 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. _____

Students' Last Name: _____
Home Telephone Number: _____
Address: _____
(Street, Apt., City, Zip)
Email: _____

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

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: