

## Establishing/Verifying Residency

### New Students Re-enrolling Students after Withdrawal Fall Registration

In order for a parent, guardian, or person seeking to enroll/register a student into Tonica Schools for the first time, previously registered as a renter/lease/living with a District resident or after a child is withdrawn and wishes to re-enroll, the following **documentation from each section is required** to verify full time-residency in the district. **Non-Exempted** families are those that rent or lease on a monthly/yearly basis in the District, did not have a student enrolled at TGS at the conclusion of the previous school year, or changed address since last year's enrollment:

**Category 1 – Non Exempted Families (see above) - ONE Document from the following (Verification Residence is in the District) – Families new to the district or changed address since last year's enrollment:**

- Most recent property tax bill and proof of payment (cancelled check or stub from tax form indicating payment)
- Mortgage papers with parent/guardian's name listed as homeowner
- Signed and dated lease and proof of last month's payment (cancelled check or verification letter from landlord)
- Housing letter (military personnel)
- Letter of residence from landlord in lieu of lease (form available from school)
- Letter of residence to be used when the person seeking to enroll a student is living with a district resident that is not a parent/guardian (form available from school)

**AND FROM THE LISTS BELOW for all families:**

**Category 2 – All families – (Verification of Identity and Residency in the District)**

- Residents with a valid Illinois Driver's License must present a license that confirms the address being used for residency in the district. When presented the license will qualify as a document needed in Category 3.

**Category 3 – TWO Documents from the following (Verification of Residency in the District)**

Documents will show the address within the district and the name of the person enrolling the student. (Note - \* Requires to be dated/postmarked within one month of registering)

- Illinois Driver's License
- State of Illinois Identification Card
- Vehicle registration
- Voter registration
- Unexpired Illinois DNR hunting/fishing license
- Most recent cable, satellite, or credit card bill
- Current public aid card
- Current homeowner's/renter's/vehicle insurance policy and verification premium has been paid
- Most recent gas, electric, and/or water bill
- Mail received at new residence

Legal custody is not required to enroll a student. A person seeking to enroll a student who is not the legal guardian of the child will need to supply legal documentation and/or complete district forms to determine that the student legally resides in the district and therefore not required to be charged tuition to attend Tonica CCSD #79. This process also will protect the safety of a minor when custody is of concern. The district will require documentation to be completed if a person seeking to enroll a student is not the adoptive parent, legal guardian, or designated custodial parent of a child as the result of a divorce, separation, or action taken by a court of law or legal agency.

Once residency has been verified then enrollment into classes will begin. Students may not attend school until registration and residency verification is completed and verified.

\*\*The District will verify enrollment and transfers, especially from other schools if there is a report or indication that questions residency in the District. The District may request additional documentation, employ outside agencies to research residency, or make residency checks.