

Establishing Student Residency

For all Students entering Kindergarten and New Students to the District for 2018-2019

Requirements and Actions that Must Be Completed

Anyone Seeking to Enroll a Student

Must present a certified or registered birth certificate for the student.

Must present proof of residency within the District by providing the required documents from each of the following categories:

Category I (One document required)

Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)

Mortgage papers (homeowners)

Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)

Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)

Letter of residence from landlord in lieu of lease (7:60-E1)

Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-E2)

Category II (Two documents showing proper address is required)

Driver's license

Vehicle registration

Voter registration

Current public aid card

Current homeowners/renters insurance policy and premium payment receipt

Most recent gas, electric, and/or water bill

Current library card

Mail received at new residences

Military Personnel Enrolling a Student for the First Time in the District. Must provide one of the following within 60 days after the date of student's initial enrollment)

Postmarked mail addressed to military personnel

Lease agreement for occupancy

Proof of ownership of residence

Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation. Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

Anyone with a Custody Order Seeking to Enroll a Student

Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).