

**LOCKPORT SCHOOL DISTRICT 91**  
**Milne Grove School / Kelvin Grove School**  
**REGISTRATION REQUIREMENTS**

**ALL DOCUMENTS MUST BE PRESENT AT TIME OF REGISTRATION IN ORDER TO PROCESS**

**Age Requirement:** All children who are residents of District 91 and have attained the age of five (5) on or before September 1, 2011 will be eligible to enroll in kindergarten. (and corresponding to each subsequent grade level)

**Registration Procedures:** Only students who are residents of the District may attend a District school without a tuition charge. A student's residence is the same as the person who has legal custody of the student.

**The following documentation must be provided for registration:**

1. Certified/registered **Birth Certificate** from county where child was born (not a hospital certificate)
2. *Student's Social Security Card (Optional)*
3. **Proof of residency (see page 2)**
4. **Documents showing proper address (see page 2)**
5. **Parent/Guardian Photo I.D. with correct District 91 address**
  - o Driver's License
  - o State I.D.
6. **Most recent dental, vision and physical/immunization records** -Required by state law. Must be turned in on or before registration.
  - o Current Physical Exam/Immunizations- **Required for New Students and all students entering Kindergarten and 6<sup>th</sup> grade. All new students transferring from an out of state school must have an Illinois physical completed.**
  - o Dental Exams – required for all students transferring from out of state and all students entering Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade.
  - o Vision Exam- required for all students entering as “new” to an Illinois school.
7. **Illinois State Student Transfer Form ISBE 33-78** (Must be in Good Standing). For students transferring from another Illinois Public School.
8. **Legal Custody Papers** (If applicable)- It is the responsibility of the parent/guardian to keep the school district aware of any changes in custody.

**PERSON NOT NATURAL OR ADOPTIVE PARENT:**

If person registering student is not natural or adoptive parent:

The person asserting legal custody shall complete a Notarized Statement stating:

- a. that he/she has assumed and exercises legal responsibility for the child
- b. the reason the child lives with him/her, other than to receive an education in the district
- c. that he/she exercises full control over the child regarding daily educational and medical decisions in case of emergency

**IN ADDITION:**

The child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating:

- a. the role and responsibility of the person with whom their child is living
- b. that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency

**NO STUDENT WILL APPEAR ON A CLASS LIST OR BE ALLOWED TO**  
**ATTEND CLASS UNTIL ALL REQUIREMENTS ARE MET.**

**The following residency documentation must be provided in order to register in District 91. Families that have had a change of address are required to provide documentation to update address information. Residency requirements are based on own/rent/or living with a district resident. If you are considered homeless, you must contact the District Homeless Liaison immediately.**

**Own or Buying- Must provide 1 (one) of the following for Proof of Residency:**

- Mortgage Statement
- Most Recent Tax Bill
- Mortgage Payment Book (must specifically state "mortgage" and show address)
- Closing Settlement Statement
- Title or Warranty Deed

***And must provide 2 (two) of the following for Proper Address Documentation:***

- Utility Bills (*Gas, electric, and/or water*)
- Cable or Phone (phone must show service address)
- Vehicle Registration
- Voter Registration and/or Proof of Homeowners Insurance

**Rent or Lease- Must provide landlord name & phone number AND 1 (one) of the following for Proof of Residency:**

- Signed and dated lease along with proof of last month's payment (cancelled check or receipt)
- Notarized Landlord Form

***And must provide 2 (two) of the following for Proper Address Documentation:***

- Utility Bills (*Gas, electric, and/or water*)
- Cable or Phone (phone must show service address)
- Vehicle Registration
- Voter Registration and/or Proof of Homeowners Insurance

**Lives with a District 91 Resident- Must provide District Resident name & phone number AND all of the following:**

- Notarized District Resident Form
- Notarized Affidavit of Residence (Parent/Guardian)

**The District 91 Resident must also provide the following:**

***\*If District Resident owns/buying: Must provide 1 (one) of the following for Proof of Residency:***

- Mortgage Statement
- Most Recent Tax Bill
- Mortgage Payment Book (must specifically state "mortgage" and show address)
- Closing Settlement Statement
- Title or Warranty Deed

***And provide 1 (one) of the following for Proper Address Documentation:***

- Utility Bills (*Gas, electric, and/or water*)
- Cable or Phone (phone must show service address)

***\*If District 91 Resident rents/leases: Must provide landlord name & phone number AND 1 (one) of the following for Proof of Residency:***

- Signed and dated lease along with proof of last month's payment (cancelled check or receipt)
- Notarized Landlord Form

***And must provide 1 (one) of the following for Proper Address Documentation:***

- Utility Bills (*Gas, electric, and/or water*)
- Cable or Phone (phone must show service address)

**The Student's Parent/Guardian must also provide one the following:**

- Approved Business Mailing (bank statement, etc...)\_\_\_\_\_
- Change of Address confirmation from US Post Office

**All families having a change of address must provide the appropriate updated residency documentation in a timely fashion.**