

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, 2009** 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.**
 - o Driver's License with proper address or
 - o State I.D. with proper address
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 Students entering Kindergarten and 6th graders and all new students transferring from an out of state school must have an Illinois physical completed. (2008-2009 sixth grade students that received a health exam to enter fifth grade for the 2007-2008 school year do not need another physical for 6th grade)
 - o Dental Exams – required for all students transferring from out-of-state and students entering Kindergarten, 2nd grade, and 6th 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)

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. Students that have 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 registrar 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

Must provide 2 (two) of the following for Proper Address Documentation:

- Utility Bill (*Gas or electric*)
- Cable or Phone (phone must show service address)
- Vehicle Registration
- Voter Registration
- 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

Must provide 2 (two) of the following for Proper Address Documentation:

- Utility Bill (*Gas or electric*)
- Cable or Phone (phone must show service address)
- Vehicle Registration
- Voter Registration
- Proof of Renter's Insurance

Lives with a District 91 Resident- Must provide 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 Bill (*Gas or electric*)
- 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 Bill (*Gas or electric*)
- Cable or Phone (phone must show service address)

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

- Approved Business Mailing _____
- Change of Address confirmation from US Post Office

All families having a change of address must provide the appropriate updated residency documentation.