

LOCKPORT SCHOOL DISTRICT 91
Milne Grove School / Kelvin Grove School
REGISTRATION & RESIDENCY REQUIREMENTS

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

Returning families must provide residency documents listed on page 2 every year.

Age Requirement: All children who are residents of District 91 and will have attained the age of five (5) on or before September 1, 2021 will be eligible to enroll in kindergarten. (and corresponding to each subsequent grade level, unless previously approved for Early Entrance/Grade Acceleration)

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 residential custody of the student. If you are homeless, you must contact the District Homeless Liaison, Mr. John Jennings at 815.838.0737x1105.

Lockport School District 91, in compliance with Illinois law, requires that a parent or guardian of new students present the following: (Please note: You should upload your documents when completing the online portion, email to registration@d91.net, send by mail, or you must present original documents & copies will be made in our office)

1. Certified/registered **Birth Certificate** issued by the county where child was born (Hospital certificates are not acceptable).
2. **Parent/Guardian Photo I.D.** (unexpired Illinois Driver's License, Passport or State ID)
3. **All Residency Documentation** (see the back of this page for specific documents needed based on your living situation, all documents must be current)
4. **See Student Health Requirements Form** Required by state law. The District requests all health requirements be met by the first day of attendance.
5. **Illinois State Student Transfer Form ISBE 33-78** For transfers in from another Illinois Public School. Must be in Good Standing. This form is normally sent to us directly from the previous school.
6. **Notarized Legal Custody/Affidavit of Residence Form.** This form is required of ALL NEW STUDENTS, and annually according your living situation/residency requirements. The parent/guardian is responsible for providing any additional court issued documents concerning legal/residential custody, parenting agreements, protective orders, and to keep the school district aware of any changes in a timely manner.

IF PERSON REGISTERING THE 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

District Contact Information:

Registrar: Mrs. Dragosh (815)838-0737 x1177 cdragosh@d91.net
Homeless Liaison: Mr. Jennings (815)838-0737 x1105 jjennings@d91.net
Foster Child Liaison: Mrs. Koziol (815)838-0737 x2104 jkoziol@d91.net

Residency documentation is required in order to register in District 91. All families are required to provide documentation as indicated on page 2 annually in order to register for the new school year. Specific requirements are based on whether you own /rent/ or if your family is living with another District 91 resident or family. If you are considered homeless, please contact the District 91 Homeless Liaison immediately- Mr. John Jennings at (815)838-0737x1105 or jjennings@d91.net.

Please note that you can be required at anytime to provide updated residency documents to ensure accurate records. District 91 does employ private investigation services to check on residency throughout year.

02/26/2021

RESIDENCY REQUIREMENTS (new and returning students)

New Students: A Student's Parent/Guardian with legal/residential custody must provide a Photo I.D. (Current Driver's License, Passport or State ID) in order register the child along with the following documents:

Please note: with many of us using online bill payment, in order to provide proper documentation, please provide a copy (or pdf) of your most current account statement, not a screenshot of your account information.

Category A: Must provide 1 (one) of the following:

- **If you are buying or own your residence:**
 - Mortgage Payment Book (must specifically state "mortgage" and show address)
 - Mortgage Statement
 - Most Recent Tax Bill
 - Closing Settlement Statement, if recent closing
 - Title or Warranty Deed
- **If you are renting at your address:**
 - Signed and dated lease along with landlord's name and phone number and proof of current payment (cancelled check or receipt)
 - Notarized Landlord Form and proof of current payment- this form is mandatory if you do not have a formal lease. The form must be complete and notarized.

Category B: Must provide 3 (three) of the following:

- Driver's license with District address
- Utility Bills (*Gas, electric, cable, phone, and/or water—must show service address*)
- Vehicle Registration
- Voter Registration
- Proof of Homeowners/Auto or Renter's Insurance
- Employment check stub, banking statement, business mailing, public aid mailing.

****If your family is living with a District 91 resident or family, you must provide the following:****

- Notarized District Resident Form completely filled out
- Notarized Affidavit of Residency Form (one for each child)

The **District 91 Resident** (the person you are living with) must also provide the following based on if they are buying or renting at this location:

- ***They must provide 1 (one) item from Category A and 1 (one) item from Category B as stated above. If the person you are living with rents, we must also be able to verify with the landlord that you are living there.***

The **Student's Parent/Guardian** must also provide 2 (two) of the following:

- An approved business mailing (dated bank statement, dated public aid document, etc.) showing the proper address
- Vehicle Registration, Voter Registration, Insurance Statement
- Check stub from employer
- Change of Address confirmation from US Post Office

No student shall be included on a class list unless all required documentation is received in a timely manner. If you register for the upcoming school year and move prior to the beginning of classes, the registration is null and void.

If the Superintendent or designee determines that a student attending District 91 on a tuition-free basis is a non-resident of the District for whom out of district tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. If tuition is not paid within 30 days, the balance will be forwarded to collection. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

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