

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

**ALL DOCUMENTS MUST BE PRESENTED AT THE TIME OF REGISTRATION  
IN ORDER TO PROCESS THE REGISTRATION.**

**All returning families must provide 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, 2018 will be eligible to enroll in kindergarten. (and corresponding to each subsequent grade level)

**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.**

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

1. Certified/registered **Birth Certificate** issued by the county where child was born (not a hospital certificate).
2. **Parent/Guardian Photo I.D.** (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)**
4. **See Student Health Requirements Form** -Required by state law. Must be turned in at registration or before the child starts school.
5. **Illinois State Student Transfer Form ISBE 33-78** (Must be in Good Standing). For students transferring from another Illinois Public School.
6. **Notarized Legal Custody/Affidavit of Residence Form.** It is also the responsibility of the parent/guardian to provide any court issued documents concerning legal or residential custody of the child and to keep the school district aware of any changes in custody.

**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:**

<i>Registrar:</i>	<i>Mrs. Krumlinde (815)838-0737 x1104 lkrumlinde@d91.net</i>
<i>Assistant Registrar:</i>	<i>Mrs. Hollands-Clinton (815)838-0737x1113 lhollands-clinton@d91.net</i>
<i>Homeless Liaison:</i>	<i>Mr. Jennings (815)838-0737 x1105 jjennings@d91.net</i>
<i>Foster Child Liaison:</i>	<i>Mrs. Koziol (815)838-0737 x2104 jkoziol@d91.net</i>

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

*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.*

03/01/2018

## **RESIDENCY DOCUMENTATION (new and returning students)**

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

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

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

#### **➤ If you are buying or own your residence:**

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

#### **➤ If you are renting at your address:**

- o Signed and dated lease along with landlord's name and phone number and proof of last month's payment (cancelled check or receipt)
- o Notarized Landlord Form- this form is mandatory if you do not have a formal lease. The form must be complete.

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

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

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

- o Notarized District Resident Form completely filled out

**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.***

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

- o An approved business mailing (dated bank statement, dated public aid document, etc.) showing the proper address
- o Vehicle Registration, Voter Registration, Insurance Statement
- o Check stub from employer
- o 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.

*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.*

03/01/2018