



**EVERGREEN PARK COMMUNITY HIGH SCHOOL DISTRICT 231
2019-2020 RESIDENCY VERIFICATION FORM**

PLEASE PRINT LEGIBLY AND COMPLETE ALL FIELDS

Student Name: _____ Date of birth: ___/___/___

Student ID: _____

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Student Name: _____ Date of birth: ___/___/___

Student ID: _____

Student Name: _____ Date of birth: ___/___/___

Student ID: _____

Parent/Guardian Name: _____

Contact Phone: _____ Contact Email: _____

I, _____, reside at _____

Name of Parent/Guardian *Address*

Residency Verification

You must provide documentation showing you **reside at** the address listed above. Please check and attach a copy of the following documents. Place the student's name and ID number at the top of each document.

- Own Rent Lives with (must complete p. 3)

ALL DOCUMENTS MUST BE CURRENT AND SHOW YOUR NAME AND ADDRESS

Submit document COPIES for each category – A, B, & C

Category A – Submit One (1)

- State issued Driver's License
- State issued I.D. card
- Government issued photo I.D.
- Photo I.D. from Foreign Consulate

Category B – Submit One (1)

- Mortgage Statement
- Signed Lease (name and phone number of landlord must be included)
- Homeowners Insurance
- Current Real Estate/Property Tax Bill

Category C – Submit Two (2)

- Gas bill
- Electric bill
- Water/Sewer bill
- Telephone bill (cell phone not accepted)
- Garbage bill
- Cable TV/Internet bill
- Vehicle Registration
- Insurance
- Public Aid Card
- Medicaid Card
- Paycheck Stub

AN AFFIDAVIT (PAGE 3) IS NEEDED ONLY IF THE PARENT/LEGAL GUARDIAN IS RESIDING WITH ANOTHER FAMILY WITHIN THE DISTRICT

The Property Owner/Lessee MUST submit COPIES of the following:

1. Valid driver's license or state id
2. Mortgage statement, homeowners insurance, or lease
3. One (1) current utility bill

The Parent/Legal Guardian MUST submit copies of the following:

1. Valid driver's license or state ID (with resident address)
2. Copies of two of the following: W-2, pay stub, bank statement, Public Aid, Medicaid, vehicle insurance, vehicle registration

Property-Owner/Lessee Affidavit must be completed and notarized. The residency affidavit is available on the EPCHS website or a copy can be picked up at the Security Booth at the Main Entrance.

When utilizing an Affidavit of Residency you are subject to random residency checks by Administration, at which time you will have to show proof that the student and legal parent/guardian reside at said address.

Affirmation and Warning – MUST BE COMPLETED BY EVERY PARENT/GUARDIAN

Please read the following statements and **initial each**:

_____ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student is true, complete, and accurate.

_____ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

_____ I understand that knowingly enrolling or attempting to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor **and I will be liable for payment of tuition, fees, and all other applicable fines, plus 10% per Illinois School Board of Education Code.**

_____/_____/_____
Date

Adult (Signature)

Adult (Print Name)

This two-page form and required residency documentation (**write the student's name and ID number on the top of each document**) should be addressed to the attention of Registrar and can be submitted in one of the following ways:

1. Scan and email to residency@evergreenpark.org
2. Mail: Evergreen Park Community High School, c/o Registrar, 9901 S Kedzie Avenue, Evergreen Park, IL 60805
3. Fax: 708/424-7497 or 708/424-3045
4. Drop completed Residency Verification Form and **COPIES** of all required documents at the Security Booth, located in the school building at the Main Entrance during school business hours, Monday through Friday from 7:30 a.m. to 3:00 p.m.

Please note: Staff members are not able to make copies or available to assist without an appointment.

5. Visit the school on:
 - Tuesday, April 16, from 4:00 p.m. – 8:00 p.m.;
 - Wednesday, May 8, from 4:00 p.m. – 8:00 p.m.; or
 - Thursday, May 30, from 4:00 p.m. – 8:00 p.m.

If you have any questions or are unable to provide the required residency documentation, please contact the Registrar at residency@evergreenpark.org or 708/398-1370.

**IF THE PARENT/LEGAL GUARDIAN IS RESIDING WITH ANOTHER FAMILY
WITHIN THE DISTRICT**

The Property Owner/Lessee is not required to be present, however, COPIES of the following must be provided:

1. Valid driver's license or state id
2. Mortgage statement, homeowners insurance, or lease
3. One (1) current utility bill

The Parent/Legal Guardian on the Affidavit MUST submit copies of the following:

1. Valid driver's license or state ID (with resident address)
2. Copies of two (2) of the following: W-2, pay stub, bank statement, Public Aid, Medicaid, vehicle insurance, vehicle registration

When utilizing an Affidavit of Residency you are subject to random residency checks by our police liaison, at which time you will have to show proof that the student and legal parent/guardian reside at said address.

**AFFIDAVIT OF RESIDENCY
To be completed by Property Owner/Lessee**

**In order to comply with the Evergreen Park Community High School District 231 proof of
residency requirement,**

I verify the following information for _____
Name of Student(s) and Parent/Guardian

I, _____ state that I am the owner/lessee of the residence located
(Property Owner/Lessee First and Last Name)

at _____;
(Address of property within Dist.231/Number, Street, Apt. #)

I state that the above-named student and the parent/guardian(s) of named student have been living at
the above address since ____/____/____ and to the best of my knowledge will continue to reside at this
(Date)

address until ____/____/____.
(Date)

**I am aware that giving false information can lead to the student's removal from school and is a
legal/criminal action.**

(Signature of Property Owner/Lessee) Date: _____

Address: _____ Phone: _____