



Evergreen Park Community High School



New Student Enrollment Checklist

New Student Enrollment is completed by appointment only. Please call the Registrar's Office at (708)398-1275 to schedule an appointment and possible placement testing once you have collected ***all*** required documents.

REQUIRED STUDENT INFORMATION

- ☐ Birth Certificate (passport will be accepted for international students)
- ☐ Illinois State Health Physical with Immunizations/Shots Records (9th grade or most recent)
- ☐ Illinois Department of Public Health Proof of Dental Examination Form (9th grade or most recent)
- ☐ 8th Grade Report Card (incoming freshmen only)
- ☐ Standardized Test Scores (ACT, SAT, PSAT)
- ☐ ISBE Student Transfer Form (not required for incoming freshmen)
- ☐ Withdrawal Grades/Grades in Progress
- ☐ Unofficial Transcript (upperclassmen and second-semester freshmen)
- ☐ IEP/Special Education Records (if applicable)
- ☐ Section 504 Plan (if applicable)
- ☐ If applicable, documentation for Divorce/Custody/Guardianship/906 Placement (copies of the first page, custody page, and signature page)

REQUIRED PROOF OF RESIDENCY FROM GUARDIAN/HOMEOWNER

Only residents of Evergreen Park will be admitted. Falsification of residency will result in the student being withdrawn from school. The parent(s)/legal guardians and lessor or homeowner will be assessed an amount equal to the per diem tuition rate and may be charged with a Class C misdemeanor.

If the parent(s)/guardian reside with someone else, the parent(s)/guardian must provide documents from Categories A and C and the homeowner/lessor must provide documents from Categories A, B, and C, as well as fill out an Affidavit of Residency.

ALL DOCUMENTS MUST BE CURRENT AND SHOW YOUR NAME AND ADDRESS

Category A (One of the following): – **must include parent(s)/guardian address**

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|--|--|
| <input type="checkbox"/> State Issued Driver's License | <input type="checkbox"/> Government Issued Photo ID |
| <input type="checkbox"/> State Issued ID Card | <input type="checkbox"/> Photo ID from Foreign Consulate |

Category B (Two of the following):

- ☐ Most recent property tax bill, including proof of payment (Owner)
- ☐ Current mortgage statement with proof of payment for property taxes (Owner)
- ☐ Homeowner insurance policy **declaration page** (Owner)
- ☐ Current lease **AND** proof of payment - **Lease must be valid on the first day of the school year** (Renter)
- ☐ Landlord's Certificate of Inspection from the Village of Evergreen Park (Renter)

Category C (Two of the following – must include parent name, address, and dated within the last 60 days):

- | | |
|--|--|
| <input type="checkbox"/> Current Gas Bill | <input type="checkbox"/> Vehicle Registration |
| <input type="checkbox"/> Current Electric Bill | <input type="checkbox"/> Automobile Insurance Policy |
| <input type="checkbox"/> Current Water Bill | <input type="checkbox"/> Payroll Stub |
| <input type="checkbox"/> Life Insurance Policy | <input type="checkbox"/> Bank Statement |
| <input type="checkbox"/> Medicaid Card | <input type="checkbox"/> Public Aid Card |