



## Decatur Public Schools Proof of Residency Policy

Anyone seeking to enroll a student in DPS 61 must present a **certified or registered birth certificate** for the student if one is not already in the student's file.

**Proof of residency** within the DPS 61 district must be provided. Parent/guardian will need to provide the number of documents from EACH of the following categories:

### **Category I** (ONE document required)

- Most recent property tax bill AND proof of payment, e.g. canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease AND proof of last month's payment, e.g. canceled check or receipts (renters)
- Letter from manager AND proof of last month's payment, e.g. canceled check or receipt (trailer park residents)
- Letter of residence to be used when a person is seeking to enroll a student who is living with another District resident

### **Category II** (TWO documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Most recent gas, electric, and/or water bill
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy and premium payment receipt
- Current library card
- Mail received at new residence

### **Military Personnel Enrolling a Student for the First Time in the District.**

Must provide one of the following within 60 days after the date of student's initial enrollment)

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

### **Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.**

Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

### **Military Personnel Placing Non-Resident Child/Ward with *Non-Custodial Parent* While on Active Military Duty.**

A student will not be charged tuition while he or she is placed with a *non-custodial parent* (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to

enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record

### **Custody**

Anyone with a custody order seeking to enroll a student in DPS 61 must present a court order, agreement, judgement, or decree that awards or gives custody of the student to any person. (including divorce decrees awarding custody to one or both parents)

### **IMPORTANT**

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

### **WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law ([105 ILCS 5/10-20.12b\(e\)](#)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor ([105 ILCS 5/10-20.12b\(f\)](#)).