

# Elmwood Park CUSD #401 New Student Registration Form

**PROVIDE ALL OF THE FOLLOWING DOCUMENTS:**

- Illinois State Board of Education Student Transfer Form (letter of good standing)
  - Medical papers\*
  - IEP (Special Education Papers) if applicable
- Academic records (must be translated and notarized if coming from a foreign country) (not applicable for Kindergarten)
- New physical along with proof of TB (ppd) Test\*
- Dental exam (kindergarten, grade 2 and grade 6 only) **Due by the 2<sup>nd</sup> Monday of May.**
- Eye examination report by an eye doctor
- Child's official County birth certificate (must be translated and notarized if coming from a foreign country)
- 8<sup>th</sup> grade Diploma (freshman only)
- 8<sup>th</sup> grade Report Card (freshman only)
- Custody papers (if applicable)
- Affidavit completed by non-custodial or custodial parent (if custody papers are not provided)  
*\*These items are not applicable to kindergarten students until prior to the first day of school.*

**A. PROVIDE ONE OF THE FOLLOWING DOCUMENTS:**

- Real estate tax bill from current calendar year.
- Current mortgage statement/closing statement or letter from the county assessor.
- Lease dated within the last 12 months that shows the name, address, and telephone number of the landlord.
- Current rent receipt **AND** notarized letter from the landlord explaining your living arrangements, along with the landlord's address and telephone number. Names of all school age children and their parents/guardians must be included in the letter.

**B. ALSO PROVIDE TWO OF THE FOLLOWING DOCUMENTS:**

- Valid Illinois driver's license.
- Valid voter registration card or receipt.
- Valid Illinois or Elmwood Park vehicle registration card.
- Current water, electric or gas utility bill in your name.
- Valid public aid card or document from DHS or DCFS that includes your name and current address.

***\*State ID cards, Green Cards, Visas, telephone bills, cable television bills or other articles of mail will not be accepted as proof of residency.***

One document from CATEGORY A and TWO documents from CATEGORY B must be presented to register your child for school. All documents must have the same Elmwood Park address listed. A total of THREE documents must be presented. This proof of residency form is to attest that the above child is not enrolling in the District solely for school purposes and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from attendance rolls immediately. Parents or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost. A person who knowingly or willfully presents the District any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in the District shall have committed a Class C misdemeanor and shall be prosecuted by the District.

I certify that I understand the residency requirements and that I know the penalty for fraudulent registration.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Child \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_ Telephone Number \_\_\_\_\_