

Plainfield Community Consolidated School District 202

We prepare learners for the future.



Administration Center

15732 Howard Street
Plainfield, IL 60544

(815) 577-4000 – telephone
(815) 436-7824 – main fax
Web: www.psd202.org

11/9/2018

To the parent or guardian of:
Mickey M Mouse
2013 CARRIER CIR
PLAINFIELD, IL 60586

Residency Requirements

PLEASE NOTE: This matter is urgent and must have your prompt attention to enroll your student(s) for next school year.

Dear Mr Mouse,

Annually, each family who registered children in District 202 by providing proof of residency in the form of a lease/rental agreement or by the use of a "Residency or Guardianship Affidavit Form", MUST update that information in the spring of each of school year. This is necessary to remain in compliance with the District's residency requirement. Additionally, it ensures accurate mail delivery and current contact information.

Enclosed are copies of the required documents that need to be completed to ensure your child's continued enrollment within our school district. Please complete and return the enclosed documents to Charles Reed Elementary no later than June 1, 2019. Failure to return the required documents by June 1, 2019 will result in your child being removed from the new school year active student enrollment list. Students who are not on the active student enrollment list will not be allowed to attend school in the district for the upcoming school year and therefore will not be assigned a student schedule, classes, teachers, or be provided with transportation.

Please return the following documents based on requirements:

To be used in cases where the **parent/legal guardian rents the home** in which they reside and have a **written lease**

- 1. **Lease** indicating your residence for the -1-0 school year.
- 2. **Enrollment form** including two current proofs from the requirement checklist in the legal guardian's name.

To be used in cases where the **parent/legal guardian does not own or rent the home in which they reside**

- 1. **Notarized residency affidavit**
- 2. **Enrollment form** including two current proofs from the requirement checklist in the parent/legal guardian's name AND three current proofs from the requirement checklist in the homeowner's name. (lease, mortgage, etc.)

To be used in cases where the **child is residing with a guardian who is not the parent/legal guardian**

- 1. **Guardianship affidavit** other than a court order.
- 2. **Enrollment form** including three proofs from the requirement checklist in the guardian's name. (Subject to approval from the building administration.)

NOTE: If you have moved to another address within School District 202, please contact the office at your child's school to set up an appointment to complete the change of address form.

Please enclose copies of the required documents and mail them to your child's school by June 1, 2019. This will ensure your child's continued enrollment within our district. Please be sure to indicate your child's name and grade level for the -1-0 school year on the documents being returned.

For your convenience, a list of required proofs of residency are included with this notification.

Thank you for your prompt attention to this request. Feel free to contact us with any questions. (815) 254-2160

Staff
Staff

Plainfield Community Consolidated School District 202 Residency Requirements Checklist

Proofs must be in the Parent/Guardian name with an address that is within School District 202 Boundaries.

3 proofs are required, with at least one document from category A and one document from category B.

| Category A – Current Residency | |
|---------------------------------------|---|
| <input type="checkbox"/> | Recent real estate tax bill |
| <input type="checkbox"/> | Lease <i>(signed showing date of occupancy with landlord’s name and phone number)</i> |
| <input type="checkbox"/> | Settlement statement <i>(signed and within 30 days)</i> |
| <input type="checkbox"/> | Truth in lending statement <i>(signed and within 30 days)</i> |
| <input type="checkbox"/> | Warranty deed <i>(within 30 days)</i> |
| <input type="checkbox"/> | Mortgage statement / Payment book <i>(within 30 days)</i> |
| <input type="checkbox"/> | Bill of Sale <i>(within 30 days)</i> |
| <input type="checkbox"/> | Military housing letter |
| <input type="checkbox"/> | Residency affidavit <i>(Completed and Notarized)</i> |

| Category B – Current Residency | |
|--|--|
| MUST BE ISSUED WITHIN THE LAST <u>3 MONTHS</u> | MUST BE ISSUED WITHIN THE LAST <u>30 DAYS</u> |
| <input type="checkbox"/> Auto registration | <input type="checkbox"/> Cable bill |
| <input type="checkbox"/> Homeowners or renters insurance | <input type="checkbox"/> Utility bill – gas, electric, water |
| <input type="checkbox"/> State identification (within last 6 months) | <input type="checkbox"/> Letter from government agency |
| <input type="checkbox"/> Photo identification from foreign consulate | <input type="checkbox"/> Bank statement |