



PROOF OF RESIDENCY

Frequently Asked Questions

What is the Gavin School District #37 Residency policy?

In accordance with the Illinois School Code and Board Policy 7:60, the Board of Education of Gavin School District #37 requires:

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

What documents do I need to provide to prove Residency?

The Parent/Guardian can prove residency by presenting a state-issued picture I.D. and:

Category A - Provide (1) Document	Category B - Provide (2) Documents
<ul style="list-style-type: none">• Mortgage documents or payment statement• Property Tax Bill• Signed lease & proof of current rent payment• Military housing letter• Section 8 letter	<p>Current:</p> <ul style="list-style-type: none">• Illinois Vehicle Registration Card• Illinois Department of Public Aid Card/Letter• Homeowners/renter's insurance policy <p>The items listed below should be dated within a 1 month time frame of registration.</p> <ul style="list-style-type: none">• Utility Bills (Gas, electric, water/sewer)• Cable Bill• Phone Bill (landline only - no cell phone)• Credit Card Bill• Bank Statement• Paycheck Stub• Change of address from post office

All documents must have parent/guardian name(s), address and current dates within a one month time frame.



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What if I don't have the required documents when I register?

The Parent/Guardian will be asked to return with the required documents in order to complete registration. There is no substitution for acceptable documents.

When is proof of Residency required?

- Proof of Residency is required for the enrollment of every new student, regardless if siblings are currently attending District 37.
- Entry into 5th grade at South Middle School.

Will documents I submit to prove residency remain confidential?

Copies of documents will be considered part of the student's confidential record. District 37 will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records

How do I establish Residency for a child that is not living with a parent or Legal Guardian?

- The adult will need to have a conversation with an administrator to understand the situation.
- The adult will also need to prove residency.

What If I live with a Family member and do not have a lease?

The family member who owns the property will need to complete a [Letter of Residence When the Person Seeking to Enroll a Student is Living with a District Resident](#).

What if I rent but do not have a current/written lease?

The landlord who owns the property will need to complete an [Affidavit of Landlord/Homeowner](#) in lieu of lease. Proof of last month's rent payment is also required.