

# *Triad Community Unit School District No. 2*

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## **Required Documents for Residency**

During the Triad District student registration process legal guardians will be required to provide documentation for both student enrollment and residency. Before enrolling a child the legal guardian must provide proof of residency. Illinois School Code states that a child is entitled to enrollment in a district wherein he/she resides. The code further defines residence as a physical presence with an intention to remain on a permanent basis with the person(s) who have legal custody of the child.

Proof of residency in the Triad School District requires documentation with matching address of residence from each of the following categories to complete the registration process:

### **Category I - (One Document Required)**

- Mortgage Papers (Homeowners)
- Current Lease (Signed & dated lease with proof of last month's payment by cancelled check or paid receipt from owner)
- 2014 Property Tax Bill (Madison County Tax Statement, most recent bill with proof of payment by cancelled check, or Form 1098)
- Trailer Park Residents (Letter from manager and proof of last month's payment by cancelled check or paid receipt)
- Letter of residence (citing address) from landlord in lieu of lease (Must include contact phone number for landlord)
- Madison County Occupancy Permit with the child's name and the parent's/guardian's name(s) listed on the permit

### **Category II - (Three Documents Required) **MUST CONTAIN ENROLLMENT ADDRESS****

- Driver's license
- Vehicle registration
- Vehicle Insurance Card with address
- Current Voter registration
- Current Troy Public Library card
- Most recent gas, electric, and/or water bill
- Receipt for moving van rental
- Most recent cable television and/or credit card bill
- Current public aid card with address
- Home/Rental Insurance Policy and receipt of payment
- Most recent credit card bill

**NO BANKING DOCUMENTS ARE ACCEPTABLE**

The district is aware that, for some families, circumstances may arise during the proof of residency process that additional information may be required to adequately meet the category requirements for residency. Below are several examples which additional documentation will be required to assist in completing the student registration process.

If the parent/guardian resides with a district resident, the district resident must provide the residency information for category one and up to two documents from category two. The parent/guardian must supply at least one of three proofs of residency from category two. The Form RS-100 Parts A & B must be completed and accompany the residency information.

If you are a single parent household, you must present a court order, agreement, judgment, or decree that shows that the court has awarded custody of the child/student to you.

If you are a non-parent seeking to enroll a student, you must:

- Complete and sign Form RS-200 Part A (*Must be notarized*)
- Present a completed Form RS-200 Part A & B at District Registration (*Must be notarized*)

***Falsifying residency information for the purpose of a child attending school in a district is a Class C Misdemeanor.***

If a student is determined to be a non-resident of the Triad District for whom tuition must be charged, the person(s) enrolling the student is/are liable for non-resident tuition from the date the student began attending a Triad School as a non-resident.

The school district reserves the right to evaluate the evidence presented and merely presenting the items listed in the documentation procedure does not guarantee admission.