

## **Required Documentation at Student Registration**

During the Roxana School District student registration process, legal guardians will be required to provide documentation for residency. Before enrolling a child to attend the district, 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 has legal custody of the child.

**One document form each of the following categories is required.**

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

- **Mortgage Papers** (Homeowners)
- **Current Lease** (Signed and dated with proof of last month's payment by cancelled check or paid receipt from owner with landlord's contact information.)
- **Property Tax Bill**
- **Trailer Park Residents** may provide a letter from the manager and proof of last month's payment by cancelled check or paid receipt with management's contact information.
- **Letter of Residence from Landlord** in lieu of lease (must contain landlord's contact information)
- **Madison County Occupancy Permit** with the child's name and the parent's/guardian's name(s) listed on the permit

### **Category II (One Document Required)**

- Driver's License
- Vehicle Registration
- Vehicle Insurance Card
- Voter Registration
- Current Library Card with name and address
- Most Recent Gas, Electric, or Water Bill
- Most Recent Cable Television or Credit Card Bill
- Current Public Aid Card
- Home/Rental Insurance Policy

**State law provides that any person who knowingly or willfully presents false information regarding the residency of a student or who knowingly enrolls or attempts to enroll a nonresident student on a tuition-free basis shall be guilty of a Class C misdemeanor.**