**Marquardt School District 15**

1860 Glen Ellyn Rd.

Glendale Heights, IL 60139

**Residency Documentation Requirements**

**Renter**

 Please find below a list of required documents necessary to verify residency in Marquardt School District 15.

**RESIDENCY DOCUMENTS (Both Documents required)**

Affidavit #1 – Verification of Residence in Marquardt School District 15 (*parent/guardian*)

Affidavit #2 – Affidavit of Lessor (landlord and parent/guardian)

**Category I (*One document required*) Documents Must be Current**

Signed and dated lease

Other documents proposed for the School District’s consideration: (List the documents here

 and provide the documents with this form.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category II (*Two documents showing current address are required to be able to register*. *“Most recent” means within the last 45 days.)***

Most recent bank statement

Most recent cable/phone service bill

Most recent credit card bill

Most recent gas, electric and/or water bill

Current homeowner’s/auto insurance policy and proof of premium payment

Current vehicle registration

Current loan payment book

Other documents proposed for the School District’s consideration: (List the documents here

 and provide the documents with this form.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category III – *Photo ID for parent or guardian (One document required*)**

Driver’s License

Illinois State ID
Passport

Green Card

 Temporary Visitor Driver’s License

If you are unable to provide one of the above Category III items, check here and provide one additional item from Category II. 

***If student is new to District, you are required to provide an original birth certificate and if available, state transfer form along with your completed proof of residency.***

**Marquardt School District 15**

**AFFIDAVIT #1**

**Verification of Residence in the District**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_do hereby swear, **under penalty of perjury**, and attest that: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a child who lives with me at the following address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Illinois

 I have provided evidence of my residency pursuant to the requirements of Marquardt School District 15 by producing copies of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

  I am unable to provide evidence of my place of residence for the following reasons:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(If this item is checked, must provide AFFIDAVIT #3 FROM THRID PARTY evidencing residency)**

II. This child does the following at the residence specified above:

 \_\_\_\_Eats meals regularly \_\_\_\_Sleeps overnight regularly

 \_\_\_\_Spends weekends regularly \_\_\_\_Spends summers regularly

III. My relationship to this child is:

 \_\_\_\_Birth or adoptive parent (birth certificate required)

 \_\_\_\_Legal Guardian (certified court document required)

 \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I further hereby attest, under penalty of perjury**, that I understand that, pursuant to the Illinois school code, 105 ILCS 5/10-20.12b, a person who misrepresents a child’s residence for the purpose of school attendance is guilty of a Class C misdemeanor. I further understand that the District is required to collect tuition from the responsible individual, for any non-resident student who attends a District 15 school.

**I also understand** that school district staff will evaluate my responses to the above request for information, along with other information available, to determine whether this child qualifies for attendance in the school district and that particular information provided does not guarantee school admission.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Marquardt School District 15

**Marquardt School District 15**

**AFFIDAVIT #2**

**Affidavit of Lessor**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, lessor, do hereby swear and attest, under penalty of perjury, that:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of lessee) has entered into a residential lease agreement for the premises located at the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The lease allows for occupancy of the above-stated residence beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, and is for a period of \_\_\_\_\_\_\_\_ (months/years, etc.).

The lessee has represented that \_\_\_\_\_\_\_(number of) children will be residing with lessee at the above-stated address (please provide name (s) of children, if such information has been provided by lessee):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I further hereby attest, under penalty of perjury, that this affidavit is not provided in violation of, or in order to assist another person in violating, the Illinois statutes, including 105 ILCS 5/10-20.12b. I understand that, pursuant to 105 ILCS 5/10-20.12b, a person who misrepresents a child’s residence for the purpose of school attendance is guilty of a Class C misdemeanor. I further understand that the District is required to collect tuition from the responsible individual, for any non-resident student who attends a District 15 school.

Name of Lessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Address of Lessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Lessee Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Lessor Date

**MARQUARDT SCHOOL DISTRICT 15**



**RESIDENCY VERIFICATION**

**FOR SCHOOL YEAR 20\_\_\_\_ - 20\_\_\_\_**

**Check here if your address has changed from the prior year.**

ALL students must verify residency in the Marquardt School District every school year.

List all students attending Marquardt District 15 schools.

Student Name School Grade

Student Name School Grade

Student Name School Grade

 ­

Student Name School Grade

Student Name School Grade

**PLEASE NOTE: For multiple siblings, only one copy of the required residency documents needs to be submitted. Please submit the documents to the school attended by the oldest child. Proof of residency received by the Marquardt Middle School will be shared/sent to the elementary school which the student attends. Parents may either pick-up the packet at the elementary school or request that the packet be mailed home.**

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For Office Use Only

|  |  |
| --- | --- |
| **NEW STUDENT** | **RETURNING** |
| \_\_\_\_\_\_ Birth Certificate | \_\_\_\_\_\_\_\_ Admin. Initials |
| \_\_\_\_\_\_ Illinois State Transfer |
| \_\_\_\_\_\_ Admin. Initials |