

LEXINGTON CUSD #7

Residency Checklist

Anyone seeking to enroll a student in the District for the first time must provide the following residency documentation. All materials must be collected and presented to the unit office or to the building secretary prior to enrollment at Lexington CUSD #7.

- _____ Certified or registered Birth Certificate for the student
- _____ Proof of residency within the District (see below)
- _____ Affidavit of residency
- _____ Court order, agreement, judgment or decree granting custody if applicable

RESIDENCY DOCUMENTS TO BE PROVIDED FOR ENROLLMENT:

Category 1 (One document required)

- Homeowners: Most recent property tax bill and proof of payment (canceled check or Form 1098)
- Homeowners: Mortgage papers
- Renters: Signed and dated lease and proof of last month's payment or deposit
- Renters: Letter of residence from landlord in lieu of lease

Category 2 (Two documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Cable, utility, or credit card bill
- Current public aid card
- Receipt for moving van rental
- Mail received at new residence

MILITARY PERSONNEL ENROLLING A STUDENT FOR THE FIRST TIME IN THE DISTRICT:

- See reverse side

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in state law.

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor.

Military personnel enrolling a student for the first time in the District:

Provide one of the following within 60 days of the date of student's initial enrollment

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

Military personnel wanting to keep child/ward enrolled in the District despite having changed residence due to a military service obligation:

- Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation.
- The District is not responsible for the student's transportation to and from school.

Military personnel placing non-resident child/ward with non-custodial parent while on active military duty:

- A student will not be charged tuition while he or she is placed with a non-custodial parent (a person who has temporary custody of a child or active duty military personnel and who is responsible for making decisions for the child).
- Any "special power of attorney" created by the student's parent/guardian for the District to follow must be provided.
- A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.

Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.