



1625 Deep Lake Road * Lake Villa, Illinois 60046 * Fax 847-395-7553 * www.chsd117.org

PROOF OF RESIDENCY CHANGES FOR THE 2019-2020 SCHOOL YEAR

Beginning with the 2019-2020 school year, ALL families will be required to provide proof of residency. Previously, the requirement applied to all incoming 9th grade students and any student new to the district.

To prove residency, a parent/guardian must live within the D117 boundaries and claim custody of the student. Three forms of documentation will be required from the categories shown below.

Category I - one (1) of the following documents showing legal name and address required:

- Current real estate tax bill.
- Current mortgage statement.
- Closing statement for purchase of residence – only accepted if ownership is less than six months since date of purchase.
- Signed lease PLUS proof of last two (2) rent payments (cancelled check or landlord's receipt). Lease must include landlord's name, address and phone number; it must also list all school age children living in premises or a notarized letter from the landlord must accompany the lease.

Category II – two (2) of the following documents showing legal name and address required:

- Valid IL driver's license.
- Home or apartment insurance certificate.
- Car Insurance or current Car Registration (not expired).
- Utility Bill (Gas, Electric, Water or Cable) dated APRIL 2019 or beyond.

Proof of residency can be provided in any of the three (3) formats below:

1. Online during the Online Registration (OLR) window, which opens May 20 – June 10, 2019 (*recommended*).
2. In person, by providing documents at your respective school during normal business hours (M-F 7:00 AM -3:00 PM).
3. In person, at any of three (3) designated events
 - a. June 10th: 3-6 PM
 - b. July 22rd: Noon – 5pm
 - c. July 24th: 5-8pm

Student schedules will be available at the beginning of August.

IF the requirements outlined below are not met prior to schedule release, your student will not receive their schedule. STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL OR PARTICIPATE IN ATHLETICS/ACTIVITIES UNTIL ALL DOCUMENTS HAVE BEEN RECEIVED AND VERIFIED.

- GL 09: Proof of Residency, Home Language Survey, Physical with Immunizations** and Completion of Online Registration
- GL10: Proof of Residency and Completion of Online Registration
- GL11: Proof of Residency and Completion of Online Registration
- GL12: Proof of Residency, Proof of Meningitis Vaccination** and Completion of Online Registration

**Please note that per Illinois State Law, students who do not have these items on file by the first day of school will not be allowed to start school.

Information will be posted on the District 117 website (www.chsd117.org), sent out via the Infinite Campus Parent Portal and sent via email.

Respectfully,

Brie Serdar, Ed.D.