



OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229
2019-2020 RESIDENCY VALIDATION FORM

PLEASE PRINT LEGIBLY AND COMPLETE ALL FIELDS

Student Name: _____ Date of birth: ___/___/___

Student ID: _____

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Student Name: _____ Date of birth: ___/___/___

Student ID: _____

Parent/Guardian Name: _____

Contact Phone: _____ Contact Email: _____

I, _____, reside at _____
Name of Parent/Guardian Address

Residency Verification

You must provide documentation showing you reside at the address listed above. Please check and attach a copy of the following documents. Place the student's name and ID number at the top of each document.

Own

Rent

ALL DOCUMENTS MUST BE CURRENT
AND SHOW YOUR NAME AND ADDRESS

COPY of:

DRIVER'S LICENSE OR STATE ID

PLUS COPIES of the following documentation:

ONE (1) document from Category A AND TWO (2) documents from Category B.

Category A - One (1) document

Category B - two (2) documents

- Mortgage Statement
Signed Lease (name and phone number of landlord must be included)
Homeowners Insurance
Current Real Estate/Property Tax Bill

- Gas bill
Electric bill
Water/Sewer bill
Telephone bill (cell phone not accepted)
Garbage bill
Cable TV/Internet bill
Vehicle Registration
Insurance
Public Aid Card
Medicaid Card
Paycheck Stub

AN AFFIDAVIT IS NEED ONLY IF THE PARENT/LEGAL GUARDIAN IS RESIDING WITH ANOTHER FAMILY WITHIN THE DISTRICT

The Property Owner/Lessee MUST submit COPIES of the following:

1. valid driver's license or state id
2. mortgage statement, property tax bill, homeowners insurance, or lease
3. 2 current utility bills

The Parent/Legal Guardian MUST submit copies of the following:

1. valid driver's license or state ID (with resident address)
2. copies of two of the following: W-2, pay stub, bank statement, Public Aid, Medicaid, vehicle insurance, vehicle registration

Property-Owner/Lessee Affidavit AND the Parent/Legal Guardian Affidavit must be completed and notarized. The residency affidavit is available on the OLCHS website or a copy can be picked up at the Greeter's Station by the Visitors Entrance.

When utilizing an Affidavit of Residency you are subject to random residency checks by Administration, at which time you will have to show proof that the student and legal parent/guardian reside at said address.

Affirmation and Warning

Please read the following statements and **initial each**:

_____ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

_____ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident tuition is a Class C misdemeanor.

_____ I understand that knowingly enrolling or attempting to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident child has a lawful right to attend, is a Class C misdemeanor **and I will be liable for payment of tuition, fees, and all other applicable fines, plus 10% per Illinois School Board of Education Code.**

_____/_____/_____
Date

Adult (Signature)

Adult (Print Name)

This two-page form and required residency documentation (**write the student's name and ID number on the top of each document**) should be addressed to the attention of Maria Vanderwarren and can be submitted in one of the following ways:

1. Scan and email to residency@olchs.org
2. Mail: Oak Lawn Community High School, c/o Maria Vanderwarren, 9400 Southwest Highway, Oak Lawn IL 60453, Room 123
3. Fax: 708/424-5297
4. Drop completed Residency Validation Form and **COPIES** of all required documents at the Greeter Station, located in the school building using the Southwest Highway Visitor Entrance during school business hours, Monday through Friday from 7:30 a.m. to 3:00 p.m. **Please note; staff members are not able to make copies or available to assist without an appointment.**
5. Visit the school on:
 - Thursday, April 4, from 4:00p.m – 8:00p.m.;
 - Thursday, April 18, from 4:00p.m – 8:00p.m. or
 - Friday, May 31, from 4:00p.m – 8:00p.m

If you have any questions or are unable to provide the required residency documentation, please contact Maria Vanderwarren at mvanderwarren@olchs.org or 708/741-5602.