



# Millburn District 24

## **Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident**

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce Category I documentation such as a lease, or other similar document due to living with a district resident. Proof of residency documents from Category II will be required to establish your residency in the District. Proof of property ownership or lease is required for the resident with whom the student is residing. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed by the individual enrolling the child. Please print.**

Student's Name	School	
Individual enrolling the child	Home Telephone	
Relationship to the child		
Residence street address	City	Zip code
Signature of the individual enrolling the student	Date	

**To be completed and signed by the individual who is responsible for the residence. Please print.**

Name of the individual who is responsible for the residence	Telephone
I am responsible for this residence by <input type="checkbox"/> ownership, <input type="checkbox"/> lease, or <input type="checkbox"/> other _____	

Total number of: Persons living at this residence \_\_\_\_\_ Rooms in residence \_\_\_\_\_ Bedrooms \_\_\_\_\_

State the reasons for this living arrangement, including your relationship to the individual enrolling the child:

**I certify that this information is true and that the individuals named above are living in my residence on a full-time basis.**

Signature of the individual who is responsible for the residence	Date
--	------

**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 (105 ILCS 5/10-20.12b(e)). 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 (105 ILCS 5/10-20.12b(f)).