

# Registration Residency Verification Procedures

Each year it is mandatory for all students attending Zion District 6 to complete the registration process prior to starting school. In an effort to improve and expedite the process for registering families, while also safeguarding our taxpayers from being burdened with the education of students who do not reside within our school district boundaries, the district may use a third party process to assist in verification of student residency. New and returning student registration requirements and procedures can be found below.

New Students	Residency Documentation
<p>Residency verification with physical documentation will remain mandatory for all new and transfer students prior to enrollment in our district.</p> <ul style="list-style-type: none"> <li>• New student registration must be completed at the District Office at 2800 29<sup>th</sup> Street, Zion IL.</li> <li>• A birth certificate, Illinois transfer form (if coming from another Illinois School) and residency documents will be required at time of registration</li> <li>• A snapcode will be provided for the online registration portal after residency documents have been provided and verified.</li> </ul>	<p><b><u>One</u> document showing parent/guardian identity</b></p> <ul style="list-style-type: none"> <li>• Valid driver’s license</li> <li>• Valid State ID</li> <li>• Passport/Residence Card</li> </ul>
Returning Students (Home Owners or Renters-No Address Change)	
<p>Returning students whose physical residency address has not changed from the previous registration will not need to submit paperwork to certify that they live within Zion District 6’s boundaries. The electronic address verification process will be utilized!</p> <ul style="list-style-type: none"> <li>• Current families will receive a snapcode via mail that is necessary to register for the next school year.</li> <li>• Student registration can be completed completely online at your child’s school or the District Office (during office hours), or at any time in a location with internet access.</li> <li>• Any additional paperwork, such as medical forms, can be uploaded to the online registration portal during the registration process or provided to the District Office either in person or via mail carrier.</li> </ul> <p><i>If we are unable to electronically verify a family’s residency, we will notify the family in writing and request residency verification documentation.</i></p>	<p><b><u>One</u> document showing proper name and address</b></p> <ul style="list-style-type: none"> <li>• Current real estate tax bill</li> <li>• Mortgage statement</li> <li>• Blue housing assessment form from the Lake County’s Assessor’s Office</li> <li>• Closing statement for purchase of residence</li> <li>• Current and updated signed lease. If a current lease cannot be provided, a <i>Month to Month Addendum Form</i> (located at District Office) from the landlord indicating current occupancy is required.</li> </ul>
Returning Students (Address Change or Affidavit)	
<p>Residency verification with physical documentation will remain mandatory for returning students whose address has changed since previous registration or are registering using an affidavit.</p> <ul style="list-style-type: none"> <li>• Current families will receive a snapcode via mail that is necessary to register for the next school year.</li> <li>• The online portion of student registration can be completed child’s school or the District Office (during office hours), or at any time in a location with internet access.</li> <li>• Updated residency documents must be provided and verified at the District Office at 2800 29<sup>th</sup> Street, Zion IL.</li> <li>• Any additional paperwork, such as medical forms, can be uploaded to the online registration portal during the registration process or provided to the District Office either in person or via mail carrier.</li> </ul>	<p><b><u>Two</u> documents showing proper name and address</b></p> <ul style="list-style-type: none"> <li>• Gas, electric, water or cable/internet bill in the last 60 days (limit 1 utility bill)</li> <li>• Homeowners or renters insurance</li> <li>• Car insurance or car registration</li> <li>• Voter registration card</li> <li>• Public Aid Card</li> </ul> <p><b>Affidavit Process</b>  <i>If the parent/guardian is living with a relative or friend, the following process should be followed:</i></p> <ul style="list-style-type: none"> <li>• Completed affidavit, <b>with current date</b> and ALL sections complete</li> <li>• Present required residency documents above as associated with the <b>homeowner</b> identified on the affidavit</li> <li>• Parent/guardian Driver’s license or state ID</li> </ul>

Illinois law has made it a crime to provide false information in order to enroll a student in a school district when it is known that the student is not a resident of the district. A person who knowingly enrolls or attempts to enroll in the School District on a tuition-free basis, a student known by that person to be a non-resident 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)). Parents who falsify their residence information for the purpose of obtaining tuition-free attendance for their children are committing a criminal offense. Students will be unenrolled and families will be subject to legal action, including recovery of tuition for attending the school.