This supplement includes a forms guide as well as forms. The forms guide is for use only in filling out the forms. For more information about what these forms mean or are used for, consult the appropriate Self Help packet.

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Forms that are included in this supplement:

Affidavit of Enrollment of Child

Notary Forms for Affidavit of Enrollment of Child

Request For Review of Non-Residency Status
INSTRUCTIONS FOR FILLING OUT EACH FORM  
(print or type)

Affidavit for enrollment of child whose parent resides outside the district

This form must be signed in front of a notary

Introductory lines:
Fill in county on appropriate line
Fill in date on appropriate line
Fill in the name of the person who is trying to get the child enrolled on appropriate line
Fill in the name of the child on appropriate line
Above custodian, fill in the name of the person who is trying to get this child enrolled.

Number 3:
State your relationship with the child (for example: aunt, brother, sister)

Number 4:
Explain why you are caring for this child

Number 6:
Sign above the respective lines

Note on obtaining parent’s signatures:
If possible, get the signature of at least one parent. If you cannot, explain why you cannot obtain the signature on the lines below. There must be a good reason.

Notary forms

The notary must fill out a notary form for each person who signed the “Affidavit for enrollment of child whose parent resides outside the district”. A notary form is provided for the custodian, child, and each parent (if the parent’s signed the affidavit).

The notary does not have to be an employee of the school district.

Request for Review of Non-Residency Status

Use this form only if the district is seeking tuition for the non-resident child. They will notify you if they are.
If the district is seeking tuition for the non-resident child, mail this form **within 10 days** of being notified.

This form **must be** mailed by certified mail, return receipt requested.

Mail it to the superintendent of the school district.
AFFIDAVIT FOR ENROLLMENT OF CHILD
WHOSE PARENT(S) RESIDE(S) OUTSIDE THE DISTRICT

COUNTY OF ____________ )
STATE OF ILLINOIS ) ss DATE: _____________________________

Name of child's custodian: _______________________________________________

Name of child seeking enrollment: _________________________________________

I, ______________________________________________, on my own behalf, on oath state:
(custodian)

1. I currently reside within this school district.

2. The child seeking enrollment currently resides within this school district.

3. My relationship to this child is:___________________________________________

4. I currently have the physical custody and control of this child because:
   _______________________________________________________________________
   _______________________________________________________________________

5. This child does not reside in this school district or with myself for the sole purpose of attending school without paying tuition.

6. I hereby assume and exercise legal responsibility for the above named child and state that I provide this child with a regular fixed night-time abode.

   ______________________  ______________________
   signature of custodian signature of child

   ______________________  ______________________
   signature of parent* signature of parent*

*If signature of parent cannot be obtained, explain why:
___________________________________________________________________________
___________________________________________________________________________
NOTARY FORMS

STATE OF ILLINOIS )
COUNTY OF ________________ ) SS

Before me, a notary public in and for the county and state aforesaid, appeared
____________________________________,
(custodian)
personally known to me to be the same person who executed the foregoing instrument
and he/she acknowledged that he/she executed and delivered said instrument as
his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_______________, 20 __.

____________________________________
NOTARY PUBLIC

STATE OF ILLINOIS )
COUNTY OF ________________ ) SS

Before me, a notary public in and for the county and state aforesaid, appeared
____________________________________,
(child)
personally known to me to be the same person who executed the foregoing instrument
and he/she acknowledged that he/she executed and delivered said instrument as
his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_______________, 20 __.

____________________________________
NOTARY PUBLIC
NOTARY FORMS

STATE OF ____________________  )
COUNTY OF _________________  ) SS

Before me, a notary public in and for the county and state aforesaid, appeared ____________________________,

(person)

personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_______________, 20 __.

____________________________  NOTARY PUBLIC


STATE OF _________________  )
COUNTY OF _________________  ) SS

Before me, a notary public in and for the county and state aforesaid, appeared ____________________________,

(person)

personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_______________, 20 __.

____________________________  NOTARY PUBLIC
REQUEST FOR REVIEW OF NON-RESIDENCY STATUS

Note: this form must be mailed by certified mail, return receipt requested, to the superintendent of the school district with 10 days of the adult being notified that the district is seeking tuition for the non-resident child.

DATE: _______________________

TO:        District Superintendent

__________________________
(street address)

__________________________
(city, state, zip code)

RE:        _______________________
(name of child)