

Enrollment Form

District 168 is required to enroll any child of school-age who is a resident of District 168. Certain children who are not residents of District 168 may also enroll in District 168 schools.

Residents. For purposes of enrollment, District 168 requires that persons claiming to be residents of District 168 provide three (3) documents showing proof of residency. Any document that shows that a child is actually living in the district may be used. No one particular document is required. A non-comprehensive list of items that may be used to prove residency include:

Current pay check stub

Utility bills

Public aid, Medicaid card or food stamp

other document showing current address

Car registration

Lease or mortgage

State ID or Drivers license

ALL PROOF MUST BE CURRENT, NO EARLIER THAN JULY, 2009. NO JUNK MAIL

Material Fees=\$25.00 at time of registration

=Foster children are required to pay material fees

If you do not rent or own the place in which you are staying, verification from the person who does own or rent or similar verification is acceptable. District 168 may investigate to verify that your child actually lives at the location listed. Failure to tell the truth about your family's living situation, address or residency may be a misdemeanor criminal offense under Illinois law and may subject you to payment of tuition charges.

If a student moves from District 168 during the school year, the student may complete the year in District 168 schools.

All students must be in required uniforms on the first day of school, Thursday, August 20, 2009. Physical examination with immunizations listed and up-to-date, including Hepatitis B series, is required for all Kindergarten and 6th grade students per the Illinois School Code. The physical form must be turned in the first day of school or the student will not be allowed to attend.

****IMPORTANT** If you need a copy of the physical for your own records, please make the copy before coming in to register.**

Homeless Families. A family is considered homeless if they live in a shelter, a transitional living program or lack a "regular, fixed and adequate" place to live (example, living doubled up overcrowded with another because of loss of housing) or if they live in a place in which human beings do not ordinarily live (a car, street, a park). Homeless children do not have to show proof of residency or present any records or proof of immunization in order to enroll in District 168 schools. They are entitled to be enrolled immediately. After enrollment, District 168 staff will work to assist homeless families in getting necessary documentation.

When homeless, children are entitled to attend (a) the school in which they were last enrolled or (b) the school they were enrolled in when last permanently housed or (c) the school nearest where

they are actually living that other children in that area are permitted to attend. A homeless child may stay in the selected school for as long as he or she is homeless and, if they become housed, may stay to the end of the academic year.

If a homeless child needs transportation assistance to get to school (a) or (b) above, District 168 will assist in providing transportation. If a homeless child begins living in another school district, District 168 will work with the school district in which the child is living to work out the responsibility and costs for providing transportation to school (a) or (b).

If there is a dispute about the enrollment, transportation or fair treatment of a homeless child, the parent or guardian of the child should be immediately referred to the District, who shall attempt to resolve the dispute within 5 days. The child shall be admitted and transported to the school chosen by the parents while the dispute is pending. If a dispute arises, District 168 will inform parents of sources of low cost or free legal and advocacy services in the community.

Foster children and Children with Disabilities. Non-resident foster children and children with disabilities may be entitled to attend District 168 schools tuition-free. Children who are placed with a foster parent or other child care facility located in another school district may continue to attend District 168 schools if District 168 is their former school district and it is in their best interest to continue their attendance. Children with severe disabilities shall be placed according to their special education needs.

All information provided to District 168 regarding a child's living situation is confidential. District 168 provides equal educational opportunity to all students. The District does not discriminate on the basis of race, color, sex, age, religion, ancestry, national origin, housing status, disability, immigration status, sexual orientation or marital status. If you feel you have been subject to discrimination by any member of the staff, please contact the Regional Office of Education for Suburban Cook County at 708-865-9330. For further information about your legal rights contact the Cook County Human Rights Commission at 312-603-1100 or the Office of Civil Rights of the United States Department of Education at 312-886-8434.

I verify that the information I have provided below is accurate.

Student's Name

Address

Parent/Guardian Signature

Date

Email address