



# Community Consolidated Schools District 168

21899 S. Torrence Avenue · Sauk Village, Illinois 60411-4497 · 708-758-1610 · FAX 708-758-5929

## STUDENT REGISTRATION

A parent/guardian of a child to be enrolled in School District 168 must provide the following in order for a student to be initially enrolled in District 168, unless the family is homeless. **To register, bring the following items with you:**

Homeowners	Renters
<ul style="list-style-type: none"> <li>• Child's original Birth Certificate</li> <li>• State of Illinois Certificate of Child Health Examination</li> <li>• Transfer (ISBE 33/78) from the student's previous Illinois public school district</li> </ul>	<ul style="list-style-type: none"> <li>• Child's original Birth Certificate</li> <li>• State of Illinois Certificate of Child Health Examination</li> <li>• Transfer (ISBE 33/78) from the student's previous Illinois public school district</li> </ul>
One (1) of the following: <ul style="list-style-type: none"> <li>• Current mortgage document or closing papers</li> <li>• Property Tax bill</li> </ul>	Current lease showing date of expiration with proof of previous month's payment; Must also display signatures
Two (2) of the following showing a current date: (must have current name and address) <ol style="list-style-type: none"> <li>a. Utility Bill (Water, Gas, or Electric)</li> <li>b. Voter's Registration Card</li> <li>c. License Plate Registration</li> <li>d. Auto Insurance Policy</li> <li>e. Homeowner's Insurance</li> <li>f. Current Pay Stub</li> <li>g. Current Bank Statement</li> </ol>	Two (2) of the following showing a current date: (must have current name and address) <ol style="list-style-type: none"> <li>a. Utility Bill (Water, Gas, or Electric)</li> <li>b. Voter's Registration Card</li> <li>c. License Plate Registration</li> <li>d. Auto Insurance Policy</li> <li>e. Current Pay Stub</li> <li>f. Current Bank Statement</li> </ol>
<b>FOR THOSE WHO LIVE WITH A RESIDENT: (Two of the following must be provided with <u>Notarized Affidavit</u>)</b> <ol style="list-style-type: none"> <li>1. License plate registration</li> <li>2. Voter's registration card</li> <li>3. Auto insurance policy</li> <li>4. Change of address confirmation from the U.S. Post Office</li> <li>5. Front page of most recent federal or state income tax return</li> <li>6. Bank statement</li> <li>7. Paycheck stub</li> </ol>	
<b>CUSTODY DOCUMENTATION</b> <ol style="list-style-type: none"> <li>1. Divorce Decree (front page showing petitioner, custody section(s), last page with court stamps)</li> <li>2. Current form 906 from the Department of Children and Family Services</li> <li>3. Guardianship documents or other affidavits of custody</li> </ol>	

Post office box numbers, telephone bills, and library cards will not be accepted as proof of residency.

Parents/guardians who are not listed as an owner or lessee on a title or lease must have the person with whom they are residing provide two of the forms listed above for evidence of residency and must accompany the parent/guardian to the District office or school to prove residency.

Each parent/guardian must bring a current copy of their health immunization records. A \$25.00 registration fee is due at the time of registration excluding Pre-K students. All Pre-K students will require proof of income.



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## RESIDENCY VERIFICATION HOURS

### RETURNING STUDENTS ONLY

**Please don't forget to do your online registration.**

Tuesday, June 26	9:00am-2:00pm	Thursday, June 28	9:00am-2:00pm
Tuesday, July 3	9:00am-2:00pm	Thursday, July 5	9:00am-2:00pm
Tuesday, July 10	9:00am-2:00pm	Thursday, July 12	9:00am-2:00pm
Tuesday, July 17	9:00am-2:00pm	Thursday, July 19	9:00am-2:00pm
Tuesday, July 24	9:00am-2:00pm	Thursday, July 26	9:00am-2:00pm

Residency verification will take place at the District Administration Office, 21899 S. Torrence Ave, Sauk Village, IL 60411.

### NEW STUDENTS ONLY

Registration will take place at Rickover Junior High School for grades Pre-K through 8th on Tuesday, **July 31<sup>st</sup>** from **1pm to 6pm** and Wednesday, **August 1<sup>st</sup>** from **9am to 2pm**.

The following documents are required to complete registration:

- Birth Certificate
- Physicals including shot records
- State Transfer Forms
- Proofs of Residency
- IEP and/or 504 documentation if applicable
- Foster documentation if applicable
- Dental Records

**PLEASE VISIT THE DISTRICT WEBSITE @ [WWW.D168.ORG](http://WWW.D168.ORG) FOR MORE INFORMATION**