



CENTRALIZED ENROLLMENT OFFICE
203 W. Hillside Road, Naperville, IL 60540 - 630.548.4320

CHANGE OF ADDRESS

Residency Documentation Requirements RENTERS

Please find below a list of required documents necessary to verify residency in Naperville School District 203.

RESIDENCY DOCUMENTS

- Affidavit #1 – Verification of Residence in District 203

Category I

- Affidavit #2 – Affidavit of Lessor
- Signed** and dated Lease

Category II (Two documents showing current address must be provided within 30 days of enrollment)

- Most recent utility bill; gas, electric or water
AND one of the following
 - Most recent cable service bill
 - Most recent bank statement
 - Most recent credit card bill
 - Current homeowner's insurance policy and proof of premium payment
- Enrollment Form for Change of Address

A driver's license, state ID or other acceptable photo identification must be provided by all.



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AFFIDAVIT #1
Verification of Residence in the District

I, _____, do hereby swear, **under penalty of perjury**, and attest that:
_____ is a child who lives with me at the following address:
_____, Illinois.

____ I have provided evidence of my residency pursuant to the requirements of Naperville Community Unit School District 203 by producing copies of:

OR

____ I am unable to provide evidence of my place of residence for the following reasons:

(If this item checked, must provide AFFIDAVIT #3 FROM THIRD PARTY evidencing residency)

II. This child does the following at the residence specified above:

- ____ Eats meals regularly ____ Sleeps overnight regularly
____ Spends weekends regularly ____ Spends summers regularly

III. My relationship to this child is:

- ____ Birth or adoptive parent (birth certificate required)
____ Legal guardian (certified court document required)
____ Other _____

I further hereby swear and attest, under penalty of perjury, that I understand that, under provisions of the Illinois School Code, 105 ILCS 5/10-20.12b(b), (e), and (f), a person who misrepresents his or her residence for the purpose of school attendance is guilty of a Class C misdemeanor and that the District is required to collect tuition from any such person.

I also understand that school district staff will evaluate my responses to the above request for information, along with other information available, to determine whether this child qualifies for attendance in the school district and that particular information provided does not guarantee school admission.

Signature

Date



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AFFIDAVIT #2
Affidavit of Lessor

I, _____, lessor, do hereby swear and attest, under penalty of perjury, that:

_____ (name of lessee) has entered into a residential lease agreement for the premises located at the following address:

_____:

The lease allows for occupancy of the above-stated residence beginning on _____, 20_ and is for a period of ____ (months/years, etc.).

The lessee has represented that ____ (number of) children will be residing with lessee at the above-stated address (please provide name(s) of children, if such information has been provided by lessee):

I further hereby swear and attest, under penalty of perjury, that this is not a false affidavit provided in violation of, or in order to assist another person in violating, the Illinois statutes, specifically 105 ILCS 5/10-20.12b(b), (e), and (f) that provide that misrepresentation of residence for the purpose of school attendance is a Class C misdemeanor and that the District is required to collect tuition from any person making such misrepresentation.

Name of Lessor: _____ **(Please print)**

Address of Lessor: _____

Phone Number: _____

Signature of Lessor

Date

Signature of Lessee

Date

CHANGE OF ADDRESS

| | | | | | | | |
|------------|----------------|-----------|-------------------|---------------------|-----------|-------------|--------------|
| STUDENT ID | HOUSEHOLD NAME | GRID CODE | ENROLLMENT SCHOOL | CURRENT GRADE LEVEL | GRAD YEAR | HOME SCHOOL | TODAY'S DATE |
| | | | | | | | |

ABOVE INFORMATION FOR OFFICE USE ONLY



NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203 CHANGE OF ADDRESS INFORMATION FORM

| | | | | |
|--|-------------------------|---|-------------------------|-----|
| STUDENT'S LEGAL NAME as it appears on the birth certificate (Last, First, Middle) | | BIRTHDATE | GENDER | AGE |
| STREET ADDRESS IN DISTRICT 203 | | | FOR OFFICE USE ONLY: | |
| Address _____ Apt. # _____ | | | | |
| City _____ State _____ Zip _____ | | | | |
| PARENT/GUARDIAN STUDENT LIVES WITH (PARENT #1) | RELATIONSHIP TO STUDENT | PARENT/GUARDIAN STUDENT LIVES WITH (PARENT #2) | RELATIONSHIP TO STUDENT | |
| CELL PHONE # _____ HOME PHONE # _____ WORK PHONE # _____ () () () | | CELL PHONE # _____ HOME PHONE # _____ WORK PHONE # _____ () () () | | |
| PRIMARY EMAIL ADDRESS: _____ | | PRIMARY EMAIL ADDRESS: _____ | | |
| JOINT/NON-CUSTODIAL PARENT/GUARDIAN | RELATIONSHIP TO STUDENT | CELL PHONE # _____ HOME PHONE # _____ WORK PHONE # _____ () () () | | |
| ADDRESS, CITY, STATE, ZIP | | LEGAL RIGHTS TO DISTRICT MAILINGS YES NO | | |
| PRIMARY EMAIL ADDRESS: _____ | | IF THERE IS A CHANGE IN FAMILY STATUS, CUSTODY DOCUMENTATION/PARENTING AGREEMENT, MUST BE PROVIDED. | | |

The information within this document is correct and to the best of my knowledge. X _____
SIGNATURE OF PARENT/GUARDIAN