



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

## CHANGE OF ADDRESS

### Residency Documentation Requirements THIRD PARTY RESIDENT - RENTER

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 (lessee)
- Affidavit #1 – Verification of Residence in District 203 (boarder)
- Affidavit #3 – Third Party Resident  
(The person with whom the parent/guardian and student lives)

#### ***Category I (Proof of residency must be provided by person(s) who are the leaseholders)***

- 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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\_\_\_\_\_ 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)  
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\_\_\_\_\_  
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



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**AFFIDAVIT #3**  
**Third Party Resident Affidavit**  
Page 1 of 2 (please complete both sides)

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**TO BE COMPLETED AND SIGNED BY INDIVIDUAL ENROLLING CHILD, STUDENT 18 YEARS/OLDER or EMANCIPATED MINOR.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
School

\_\_\_\_\_  
Individual Enrolling Student

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Residence Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Individual Enrolling Student

\_\_\_\_\_  
Date

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**TO BE COMPLETED AND SIGNED BY INDIVIDUAL RESPONSIBLE FOR RESIDENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Residence Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

I certify that I have personal knowledge of the address of the following individuals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the individuals named above are living at the following address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the individuals named above began living at the address listed above on \_\_\_\_\_, 20\_\_\_\_,  
and continue to live at that address through the date below.

**AFFIDAVIT #3**  
**Third Party Resident Affidavit**  
**Page 2 of 2**

I certify that I am responsible for this residence by ownership, lease, or other \_\_\_\_\_.

**\*Please attach proof of ownership/lease of the address where the parent/guardian, student age 18 or older or an emancipated student resides.**

Total number of: Persons living at this residence \_\_\_\_\_  
Rooms in residence \_\_\_\_\_ Bedrooms in residence \_\_\_\_\_

**State the reason for this living arrangement**, including your relationship to the student and/or the individual enrolling the student: \_\_\_\_\_

\_\_\_\_\_

I certify that this information is true and the individuals named above are living in my residence.

\_\_\_\_\_  
Signature of Individual Responsible for Residence

\_\_\_\_\_  
Date

**I further hereby specifically 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 School Code, 105 ILCS 5/10-20.12b (b), (e), or (f), that provides that misrepresentation of 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 making such misrepresentation.**

\_\_\_\_\_  
Signature of Individual Responsible for Residence

\_\_\_\_\_  
Date

# CHANGE OF ADDRESS

STUDENT ID	HOUSEHOLD NAME	GRID CODE	ENROLLMENT SCHOOL	CURRENT GRADE LEVEL	GRAD YEAR	HOME SCHOOL	TODAY'S DATE
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**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			
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 # _____ ( ) ( ) ( )	CELL PHONE # _____ ( ) ( ) ( )	HOME PHONE # _____ ( ) ( ) ( )
PRIMARY EMAIL ADDRESS: _____		PRIMARY EMAIL ADDRESS: _____	
JOINT/NON-CUSTODIAL PARENT/GUARDIAN	RELATIONSHIP TO STUDENT	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