



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

CHANGE OF ADDRESS

Residency Documentation THIRD PARTY RESIDENT – HOMEOWNER

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 (homeowner)
- ☐ 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 homeowners*)

- ☐ Most recent property tax bill, identifying the **address and proof of payment** –
i.e. canceled check/receipt

OR

- ☐ Mortgage papers identifying the address – *i.e. Deed, Closing Settlement Statement, most recent mortgage statement*

AND

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

**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

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 |
| | | | | | | | |



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 <div style="display: flex; justify-content: space-between;"> Address Apt. # </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> City State Zip </div> | | | | | | FOR OFFICE USE ONLY: | | | |
| 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 # () | | | | |
| 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