

Residency Requirements

District 158

June 2011

Dear Resident Parent or Guardian:

In the best interest of Lansing Elementary School District 158, its residents and taxpayers, residence verification for **ALL** students will be required for the 2011-2012 school year using the guidelines below. Parents/Guardians must bring residency documents to their school when registering their child. Parents/Guardians of students placed in special education programs or ECHO programs should register at their home school in District 158. The District has also contracted with National Investigations, Inc. to conduct verifications of residency should the need arise. Please see the District web site, www.d158.net for additional information. **The Lansing Board of Education has waived all registration fees for the 2011-2012 school year.**

Registration Dates:

At all Elementary Schools:

- Monday, August 8th, 2011 for students in Kindergarten and grades 1 and 2 from 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m.
- Tuesday, August 9th, 2011 for students in grades 3, 4 and 5 from 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m.
- Monday, August 15th, 2011 for all students new to the school from 9:00 - 11:30 a.m. and 1:00 - 3:30 p.m.

Note: Families who are registering multiple students who are in both grades K, 1 and/or 2 and in grades 3, 4 and/or 5 may register on either Monday or Tuesday.

At Memorial Junior High

- 6th Grade - Monday, August 8th, 2011 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m.
- 7th Grade - Tuesday, August 9th, 2011 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m.
- 8th Grade - Monday, August 15th, 2011 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m.

Note: Families who are registering multiple students who are in grades 6, 7 and/or 8 may register on Monday, Tuesday or Monday.

Residency verification must include **one** of the following:

- Mortgage papers – must include Affidavit of Title (Warranty Deed or Trustee Deed)
- Real Estate Tax Bill
- Signed HUD I closing statement
- Signed Lease with children's names listed. Expired leases will not be accepted.
- Third party affidavit with a notarized signature - available in the Principal's Office at each school

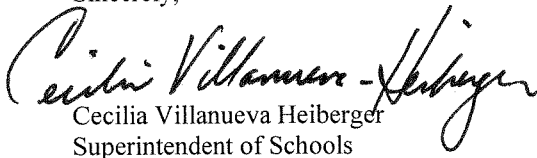
And at least two of the following (all items must be valid and up to date and show a current address in School District 158 boundaries):

- Illinois Driver's License or State of Illinois Photo ID Card
- Illinois Auto License Plate Registration
- Homeowners, Apartment or Auto Insurance Policy (Policy, Binder, Certificate of Insurance)
- Illinois Department of Public Aid Medicaid Card with Expiration Date
- Most Recent Utility Bill (Gas, Electric, Cable, or Water – one only)
- Voter's Registration Card
- Village of Lansing Vehicle License Application and Sticker Number

If you are unable to provide these documents, please speak with the building administrator. All information provided must show the current address being within School District 158 boundaries. **Please understand that no student, regardless of how long they have resided in the district will be allowed to register or attend class until the verification documents have been received.** Please note that it is a criminal offense to enroll or attempt to enroll a nonresident student except as allowed by law.

Please contact your building principal if you feel your child will benefit from a visit to the school prior to the start of the year. It is a District goal to help children transition to new school settings in a positive manner.

Sincerely,


Cecilia Villanueva Heiberger
Superintendent of Schools

(Rev. 6/2011)