



Students

**7:60-AP2-E4 Administrative Procedure – Affidavit for Families Sharing an Address
[Form A, for the person who owns/rents the home within the D300 boundary]**

Student Name Emma Moncivaiz	Date of Birth 02/19/2014
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This affidavit is to be used when a student and/or the student’s family is living with a person who owns/rents a home within the District 300 boundary without a formal arrangement (no written lease, no rental agreement, etc.). **The person completing this form should be the person who owns or rents the home within the District 300 boundary and is allowing the non-boundary student or family to live in the home.** If the student is approved for enrollment in District 300, you will be required to complete this form each year that the student lives with you. You must notify the school registrar if the above-named student moves from your address or if the facts you provide in this affidavit change. Completing this form does not establish address verification. **The student’s acceptance into District 300 will not occur until all required documentation has been provided and approved by the school registrar or school administrator.** All information is kept completely confidential and will be used for the sole purpose of determining enrollment eligibility.

Step 1: Person who lives in D300 Boundary, Identification

The person who owns/rents a home within the District 300 boundary will be required to provide photo identification to verify his or her identity (driver’s license, State ID, etc.). Providing proof of identity is NOT sufficient to establish address verification.

Name (Person who lives in D300 boundary)	Address (on Photo ID) and Phone Number
Marie Pineda/ Juan Pineda	1330 Riverwood Drive, Algonquin IL 60102 224-489-6480
Name of Parent/Guardian (who has moved or is moving into the District 300 home)	Other or Previous Address of Parent/Guardian
Krystal Moncivaiz	1330 Riverwood Drive, Algonquin IL 60102

Step 2: Person who lives in D300 Boundary, Verification of Address

Check the box that best describes your living situation:

- Own home
- Rent home
- Other (describe): _____

As the person who lives within the District 300 boundary, you must provide documentation verifying that you own and/or live at the address provided. **All documents must be current (within the last 30 days) and show your name and District 300 address.** Check the boxes for the documentation you are providing and include the documentation with this completed form. To guard your security, please block out account information, financial information, and/or social security numbers on the documents before you present them.



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Homeowners – ONE document required	Renters – TWO documents required
<input type="checkbox"/> Most recent real estate tax bill <input type="checkbox"/> Closing statement <input checked="" type="checkbox"/> Mortgage documentation <input type="checkbox"/> Closing disclosure/HUD-1	1. Current lease agreement signed and dated by landlord, AND one document from the following list: <input type="checkbox"/> Utility bill <input type="checkbox"/> Home or apartment insurance certificate <input type="checkbox"/> State of Illinois automobile registration <input type="checkbox"/> Receipt for city vehicle sticker <input type="checkbox"/> Cable television or home internet bill <input type="checkbox"/> Bank statement <input type="checkbox"/> Pay stub <input type="checkbox"/> Medical billing statement

Step 3: Person who lives in D300 Boundary, Circumstances of Living Situation

The following questions are intended to provide the School District with information pertinent to the student’s living situation. All information will be kept confidential and will be used for the sole purpose of establishing whether or not the student qualifies to attend a District 300 school.

- When did (or when will) the above-named student and his/her parent/guardian move into your home?
Has been for years.
- What is your relationship to the student and parent/guardian? mother
- Explain why the student and his/her parent/guardian have been or will be living in your home.

- How long will the student and the parent/guardian be living in your home?
always
- List all school-aged children currently living in the home, or who will be living in the home. Include each person’s relationship to you and/or the student/parent:

Student named on this application <u>Emma Moncivaiz</u>	Age <u>3</u>	Grade <u>pre-k</u>
Additional students living in home:		
Name <u>Isabella Moncivaiz</u>	Relationship <u>sister</u>	Age <u>7</u> Grade <u>2nd</u>
Name <u>Isaac Moncivaiz</u>	Relationship <u>brother</u>	Age <u>5</u> Grade <u>k</u>
- List all adults living in the home, including yourself. Include each person’s relationship to you and/or the student/parent.
 Your Name Marie Pineda/ Juan Pineda
 Additional adults living in home:
 Name Krystal Moncivaiz Relationship Daughter



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- 7. How many week days, per week on average, does/will the **student** spend the night at the home? 24/7
- 8. How many weekends, per month on average, does/will the **student** spend the night at the home? 27/7
- 9. How many week days, per week on average, does/will the **parent** spend the night at the home? 24/7
- 10. How many weekends, per month on average, does/will the **parent** spend the night at the home? 24/7

11. List other addresses where the student and/or the parent/guardian regularly sleep overnight, repeatedly spend time, and/or keep their belongings. *[Do not include sporadic social activities such as sleepovers, play dates, or visits with family that are not regular.]*

12. List the ways the student and/or the student’s parent/guardian contribute or will contribute to the household. Include labor, chores, payments toward rent, mortgage, utilities, food, child care, etc. *[You are not required to disclose any dollar amounts paid or earned.]*

13. List any bills, banking correspondence, school communications, legal notices, and/or government mailings that the student and/or the student’s parent/guardian receives or will receive at your District 300 address.

Step 4: Person who lives in D300 Boundary, Affirmation and Warning
(Must be completed in the presence of a school employee)

Please read the following statements, **initial each**, and sign below:

I affirm that the information presented in this verification form, and that is or will be presented in connection with any investigation of my address or the address and custody of the student, is true, complete and accurate.

I understand that knowingly or willfully providing false information to a School District regarding the address of a child for the purpose of enabling that child to attend any school in that District without the payment of non-boundary tuition is a Class C misdemeanor.

I understand that knowingly enrolling or attempting to enroll a child in the school of a School District on a tuition-free basis when I know the child to be living at a non-boundary address of the School District, unless the non-boundary child has a lawful right to attend, is a Class C misdemeanor and I will be liable for payment of tuition, fees, and all other applicable fines.

10/15/2017

Date

Marie Pineda
 Adult (Signature)

Marie Pineda

Adult (Print Name)



Signature of School Official

School Official (Print Name)

FOR SCHOOL BUILDING OFFICE STAFF

7:60-AP2-E4, Residency Affidavit for Families Sharing a Residence, procedures for uploading documentation in the Student Information System:

1. Save the documentation as a pdf file, using the exact format below:

E4, Form A: **ResidencyFormA.IDnumber.mm.dd.yyyy**
(Always separate multiple ID numbers with a period)
Example: ResidencyFormA.45823.87325.08.14.2016

Property Owner: **PropertyOwner.DOC1.IDnumber.mm.dd.yyyy**

Property Renter: **PropertyRenter.DOC1.IDnumber.mm.dd.yyyy**
PropertyRenter.DOC2.IDnumber.mm.dd.yyyy

2. Upload the pdf document in Infinite Campus [IC] using the following pathway:
Index>Student>Census>People>Households, click on **Documents**
3. Create a Flag indicating the Shared Residency status using the following pathway:
Index>Student>General>Flag Tab
 - a. Once the Flag Tab is open, select New; in the Flag Field, select Residency Shared Form A-B; in the Date Field, enter the date that the form was signed – always click Save after each update
 - b. Enter **Start date** of Residency Shared Form A-B Flag (*See page 1 of this Procedure*)
 - c. Enter **End date** of Residency Shared Form A-B Flag (*See question 4, page 2 of this Procedure*)
4. After successfully uploading the documentation, delete the pdf file from the computer

DATED: April 2017