HOW TO ENROLL A CHILD IN SCHOOL WHEN YOU ARE NOT THE PARENT OR GUARDIAN -- SUPPLEMENT©

This supplement includes a forms guide as well as forms. The forms guide is for use only in filling out the forms. For more information about what these forms mean or are used for, consult the appropriate Self Help packet.

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Forms that are included in this supplement:

Affidavit of Enrollment of Child

Notary Forms for Affidavit of Enrollment of Child

Request For Review of Non-Residency Status

INSTRUCTIONS FOR FILLING OUT EACH FORM
(print or type)

Affidavit for enrollment of child whose parent resides outside the district

This form must be signed in front of a notary

Introductory lines:

Fill in county on appropriate line
Fill in date on appropriate line
Fill in the name of the person who is trying to get the child enrolled on appropriate line
Fill in the name of the child on appropriate line
Above custodian, fill in the name of the person who is trying to get this child enrolled.

Number 3:

State your relationship with the child (for example: aunt, brother, sister)

Number 4:

Explain why you are caring for this child

Number 6:

Sign above the respective lines

Note on obtaining parent's signatures:

If possible, get the signature of at least one parent. If you cannot, explain why you cannot obtain the signature on the lines below. There must be a *good* reason.

Notary forms

The notary must fill out a notary form for each person who signed the "Affidavit for enrollment of child whose parent resides outside the district". A notary form is provided for the custodian, child, and each parent (if the parent's signed the affidavit).

The notary does not have to be an employee of the school district.

Request for Review of Non-Residency Status

Use this form only if the district is seeking tuition for the non-resident child. They will notify you if they are.

If the district is seeking tuition for the non-resident child, mail this form **within 10 days** of being notified.

This form **must be** mailed by certified mail, return receipt requested.

Mail it to the superintendent of the school district.

RESET FORM HIGHLIGHT FIELDS PRINT FORM

AFFIDAVIT FOR ENROLLMENT OF CHILD WHOSE PARENT(S) RESIDE(S) OUTSIDE THE DISTRICT

COUNTY OF _____)
) ss
STATE OF ILLINOIS)

DATE: _____

Name of child's custodian: _____

Name of child seeking enrollment: _____

I, _____, on my own behalf, on oath state:
(custodian)

1. **I currently reside within this school district.**

2. **The child seeking enrollment currently resides within this school district.**

3. **My relationship to this child is:**_____

4. **I currently have the physical custody and control of this child because:**

_____

_____

5. **This child does not reside in this school district or with myself for the sole purpose of attending school without paying tuition.**

6. **I hereby assume and exercise legal responsibility for the above named child and state that I provide this child with a regular fixed night-time abode.**

_____ _____
signature of custodian signature of child

_____ _____
signature of parent* signature of parent*

*If signature of parent cannot be obtained, explain why:

_____

_____

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NOTARY FORMS

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

Before me, a notary public in and for the county and state aforesaid, appeared _____,
(custodian)
personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_____, 20__.

_____
NOTARY PUBLIC

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

Before me, a notary public in and for the county and state aforesaid, appeared_____,
(child)
personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_____, 20 __.

_____
NOTARY PUBLIC

NOTARY FORMS

STATE OF _____)
) SS
COUNTY OF _____)

Before me, a notary public in and for the county and state aforesaid, appeared_____,
(parent)
personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_____, 20 __.

_____
NOTARY PUBLIC

STATE OF _____)
) SS
COUNTY OF _____)

Before me, a notary public in and for the county and state aforesaid, appeared_____,
(parent)
personally known to me to be the same person who executed the foregoing instrument and he/she acknowledged that he/she executed and delivered said instrument as his/her free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of_____, 20 __.

_____
NOTARY PUBLIC

REQUEST FOR REVIEW OF NON-RESIDENCY STATUS

Note: this form must be mailed by certified mail, return receipt requested, to the superintendent of the school district with 10 days of the adult being notified that the district is seeking tuition for the non-resident child.

DATE: _____

TO: District Superintendent

_____
(street address)

_____
(city, state, zip code)

RE: _____
(name of child)

RESET FORM HIGHLIGHT FIELDS PRINT FORM