

ENROLLMENT: STUDENTS NEW TO THE DISTRICT

Students **NEW** to the Alton Community Unit School District #11 are required to enroll at the Administration Office at 1854 E. Broadway, Alton, IL between June 9, 2014 and July 9, 2014. A parent/guardian must be present to complete the enrollment process.

ITEMS NEEDED FOR ENROLLMENT

1. Must present a certified or registered birth certificate for the student at the time of enrollment.
2. Must provide two forms of proof of residency from the following list:
 - a. Utility Bill (water, electric, gas, home phone, cable)
 - b. Sewer Bill
 - c. Trash Bill
 - d. Property Tax Bill
 - e. Lease/Rental Agreement
 - f. Mortgage Payment
 - g. Occupancy Permit
 - h. Public Aid Mediplan Card
 - i. Pay Check or Pay Stub (if address is printed)
 - j. Major Credit Card monthly bill (not random offers to apply)
 - k. Cancelled checks with imprinted name and address
 - l. Installment loan contract from bank
 - m. Residential service contract (e.g. appliance repair, exterminator, window installation)
 - n. Checking or savings account statement
 - o. Insurance policy for home or health
 - p. Vehicle registration card
 - q. Foid Card
 - r. Current vehicle emissions notice
3. No general mail will be accepted for registration.
4. In instances where you live with a friend or relative and do not have any of the above listed forms in your name, Residency Verification will need to be completed. Please call **Title I Office at the ACUSD #11 Administrative Center, 474-2600 ext. 50603** to assist you further with your residency questions.
5. Photo I.D. of parent/guardian enrolling student.

Anyone with a Custody Order Seeking to Enroll a Student

Must present court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Non-Parent Seeking to Enroll a Student

Must complete and sign Evidence of Non-Parent's Custody, Control and Responsibility of a Student form, along with district approval. This must be done on a yearly basis.

IMPORTANT

The school district reserves the right to evaluate the evidence presented; merely presenting the items listed in this procedure does not guarantee admission.

WARNING

If a student is determined to be a non-resident of the District for whom tuition must be charged, the person(s) enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis, a student known by that person to be a non-resident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the District without the payment of a non-resident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).