



**OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229  
2020-2021 RESIDENCY VALIDATION FORM**

**PLEASE PRINT LEGIBLY AND COMPLETE ALL FIELDS**

Student Name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Student ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

I, \_\_\_\_\_, reside at \_\_\_\_\_  
*Name of Parent/Guardian* *Address*

**Residency Verification**

You must provide documentation showing you **reside at** the address listed above. Please check and attach a copy of the following documents. Place the student's name and ID number at the top of each document.

Own

Rent

**ALL DOCUMENTS MUST BE CURRENT  
AND SHOW YOUR NAME AND ADDRESS**

**COPY of:**

**DRIVER'S LICENSE OR STATE ID**

**PLUS COPIES** of the following documentation:

**ONE (1)** document from Category A **AND TWO (2)** documents from Category B.

*Category A – One (1) document*

*Category B – two (2) documents*

- Mortgage Statement
- Signed Lease (name and phone number of landlord must be included)
- Homeowners Insurance
- Current Real Estate/Property Tax Bill

- Gas bill
- Electric bill
- Water/Sewer bill
- Telephone bill (cell phone not accepted)
- Garbage bill
- Cable TV/Internet bill
- Vehicle Registration
- Insurance
- Public Aid Card
- Medicaid Card
- Paycheck Stub

**AN AFFIDAVIT IS NEED ONLY IF THE PARENT/LEGAL GUARDIAN IS RESIDING WITH ANOTHER FAMILY WITHIN THE DISTRICT**

The Property Owner/Lessee MUST submit COPIES of the following:

1. valid driver's license or state id
2. mortgage statement, property tax bill, homeowners insurance, or lease
3. 2 current utility bills

The Parent/Legal Guardian MUST submit copies of the following:

1. valid driver's license or state ID (with resident address)
2. copies of two of the following: W-2, pay stub, bank statement, Public Aid, Medicaid, vehicle insurance, vehicle registration

Property-Owner/Lessee Affidavit AND the Parent/Legal Guardian Affidavit must be completed and notarized. The residency affidavit is available on the OLCHS website or a copy can be picked up at the Greeter's Station by the Visitors Entrance.

When utilizing an Affidavit of Residency you are subject to random residency checks by Administration, at which time you will have to show proof that the student and legal parent/guardian reside at said address.

**Affirmation and Warning**

Please read the following statements and **initial each**:

\_\_\_\_\_ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency 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 residency of a child for the purpose of enabling that child to attend any school in that district without the payment of nonresident 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 a nonresident of the school district, unless the nonresident 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, plus 10% per Illinois School Board of Education Code.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult (Signature)

\_\_\_\_\_  
Adult (Print Name)

This two-page form and required residency documentation (**write the student's name and ID number on the top of each document**) should be addressed to the attention of Donna Brehovsky and can be submitted in one of the following ways:

1. Scan and email to [residency@olchs.org](mailto:residency@olchs.org)
2. Mail: Oak Lawn Community High School, c/o Donna Brehovsky, 9400 Southwest Highway, Oak Lawn IL 60453, Room 126
3. Fax: 708/424-5263
4. Drop completed Residency Validation Form and **COPIES** of all required documents at the Greeter Station, located in the school building using the Southwest Highway Visitor Entrance during school business hours, Monday through Friday from 7:30 a.m. to 3:00 p.m. **Please note; staff members are not able to make copies or available to assist without an appointment.**
5. Visit the school on:
  - Thursday, April 2, from 4:00p.m – 8:00p.m.;
  - Tuesday, April 14, from 4:00p.m – 8:00p.m. or
  - Wednesday, May 27, from 4:00p.m – 8:00p.m

If you have any questions or are unable to provide the required residency documentation, please contact Donna Brehovsky at [dbrehovsky@olchs.org](mailto:dbrehovsky@olchs.org) or 708/424-5200.