



Residency

Determining the Residency
Status of a Student in the
Crete-Monee School District
201-U

McKinney-Vento

Verifying Student(s) under the
McKinney-Vento Homeless
Assistance Act

Table of Contents

Introduction

Board of Education Policy 7:60

Resident Students

Admission of Nonresident Students Pursuant to an Agreement or Order

Homeless Children

Challenging a Student's Residence Status

Determining the Residency of New Students in Crete-Monee School District 201-U

Step 1: The Parent/Guardian of a Student Applies for Enrollment Through the New Student Online Registration Process

Step 2: Confirmation of the Adult's Identity and Relationship to the Child

Step 3: Confirmation of the Age of the Child

Step 4: Confirmation that the Child Resides in the Crete-Monee School District 201-U

Step 5: Enrollment

Determining the Residency of Returning/Continuing Students in Crete-Monee School District 201-U

Step 1: The parent/guardian of a student registers their student for the next school year electronically through Family Access.

Step 2: A list of all students registered for the next school year is compiled.

Step 3: Residency check of all current/continuing students is completed through a third-party software platform.

Questioning a Student's Residency in CM 201-U

Step 1: Request to Check Residency of a Family/Student

Step 2: Data Collection

Step 3: Residency Check of Student through a third-party software platform.

Verifying Student(s) under the McKinney-Vento Homeless Assistance Act

Step 1: Data Collection

Step 2: District Homeless Liaison Will Meet with the Family

Step 3: Notification Sent to Family

Exhibit 1: Communication to All Families of Process

Exhibit 2: Initial Letter of Contact

Exhibit 3: 10-Day Letter

Exhibit 4: Final Determination Letter

Introduction

In Illinois, like many states, the means for entry into a school district is residency. It is important to understand the residency requirements of Illinois law contained in the Illinois School Code, 105 ILCS 5/10-20.12b and 105 ILCS 5/14-1.11a, as well as the educational rights of homeless children as embodied in The Education for Homeless Children Act, 105 ILCS 45/1-5 *et seq.*, and the federal McKinney-Vento Act, 42 U.S.C. §11431 *et seq.* Understanding residency rules and procedures can help keep children in a stable school setting and prevent schools from excluding children or causing them to miss school days.

Some important principles of school residency law are:

- Any Illinois child has the right to finish the school year in the school he or she lawfully started the year in, regardless of whether the child subsequently moves out of the District.
- There is no requirement that an adult possess a formal court order of guardianship to enroll a child in school.
- There is no requirement about a set number of days, weeks or months that a child must be living in a school district to establish residency or permanent residency.
- There is no “24/7” requirement, i.e. a child who lives at an address in a district need not stay at that address every day or night or take all meals there in order to be a valid resident.
- A school district cannot require one particular form of proof from an enrolling adult to show residency.
- No child can validly enroll in school if he or she lives within a district *solely* for the purpose of accessing that District’s schools.

Crete-Monee School District 201-U uses a third-party software platform to verify the residency of all students in accordance with the Illinois School Code 105 5/10-20.12b.

If a student is found to be a resident of the Crete-Monee School District 201-U, no additional information is needed.

If a student is found to be a non-resident living outside district boundaries, the District will provide the parent/guardian with written notification that the student will need to be withdrawn or will not be allowed to enroll in the District.

If the parent/guardian disagrees with the findings, they **must** contact the District at 708-367-8390 to set up an informal meeting. At this informal meeting a school representative and the parent/guardian will review the residency documentation, residency laws, out of district tuition cost and address any questions they may have about the findings.

Board of Education Policy 7:60

Resident Students

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete District's *Custody, Care, and Control* form and/or Power of Attorney, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend a District school tuition-free whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she, on behalf of the Board, the District will review the matter, investigate the allegation and make a determination on the residency status of the student. The verification process will be in accordance with the Illinois School Code 105 5/10-20.12b.

Determining the Residency of New Students in Crete-Monee School District 201-U

Determining residency of new students in District 201-U is a five-step process:

- Step 1: The parent/guardian of a student applies for enrollment through the New Student Online Registration Process (<https://www.cm201u.org/cms/one.aspx?portalId=976157&pageId=4629602>)
- Step 2: Confirmation of the adult's identity and relationship to the child
- Step 3: Confirmation of the age of the child
- Step 4: Confirmation that the child resides in the Crete-Monee School District 201-U
- Step 5: Enrollment

Step 1: The parent/guardian of a student applies for enrollment through the New Student Online Registration Process

The New Student Online Registration Process is an electronic, application and is currently open. Parents/Guardians of new students will:

1. Complete the application process

Step 2: Confirmation of the Adult's Identity and Relationship to the Child

a. Picture identification showing the adult's name and photograph issued by a governmental agency/entity, where:

1. The photo recognizably depicts the individual registering the child, and
2. The name of the adult on the identification matches the name of the individual registering the child.

Provide one (1) of the following:

- Current Illinois driver's license; or
- Current Passport; or
- Current school identification card; or
- Current Illinois Medicaid card; or
- Other original or certified document issued by the state or federal government/entity, identifying the adult, by name, as the parent of the child being enrolled. This must be an official document from a recognized state or federal agency/entity.

b. Documents accepted to identify the relationship of the adult to the child

Provide one (1) of the following:

- Certified birth certificate of the child being enrolled that identifies the names of the parents. This must be a certified birth certificate; photocopies cannot be accepted. Hospital / baptismal certificates are not acceptable. A certified birth certificate is issued through the County Clerk's Office / municipality in the state where the child was born. It must have an original stamp embossment, seal, etc., and parent information; or

- For a foster child, the Placement / Payment Authorization Form IL-418-906 from the Illinois Department of Children and Family Services; or
- Other original or certified official document issued by the state or federal government / entity identifying the adult by name as the parent of the child being enrolled.

Step 3: Confirmation of the Age of the Child

Please note that a child must be five (5) years old on or before September 1 of the current year to enroll in District 201-U in grade Kindergarten and above.

a. The following documents will be accepted to confirm the age of the child.

Provide one (1) of the following:

- The child's certified birth certificate (see Step 1b above); or
- The child's passport showing the child's birth date; or
- The child's Green Card for U.S. Permanent Residency; or
- The child's Health Identification Card from the Illinois Department of Children and Family Services

Step 4: Confirmation that the Child Resides in the Crete-Monee School District 201-U

Demographic information on the student and parents/guardian are uploaded to a third-party software platform by the Registration Office to determine the residency status of the student. This process may take 1-2 business days. The determination will result one of two statuses:

Student is a Resident

The parent/guardian will be contacted by the Registration Office that they will be enrolled in the District and will complete the registration process

Student is a Non-Resident

The parent/guardian will be contacted by the District that they will not be allowed to enroll in the District unless additional information is provided to warrant a change in status to "Resident."

Step 5: Enrollment

Upon completion of Steps 4 with a status of Resident, the student will be enrolled in the appropriate school and the student's school will be notified of the enrollment.

The parent/guardian will be notified by the school to relay information on when the student will begin instruction.

Determining the Residency of Current/Continuing Students in Crete-Monee School District 201-U

Determining residency of current enrolled or continuing students in District 201-U is a three-step process:

- Step 1: The parent/guardian of a student registers their student for the next school year electronically through Family Access.
- Step 2: A list of all students registered for the next school year is compiled.
- Step 3: Residency checks of all current/continuing students is completed through a third-party software platform.

Step 1: The parent/guardian of a student registers their child for the next school year through Family Access

Family Access is an electronic system that is open year-round to parents. During the Spring, parents are asked to register their child for the next school year in Family Access. Parents/Guardians will:

1. Complete the registration process
2. Will be notified by their child's school of their child's teacher and classes.

Step 2: A list of all students registered for the next school year is compiled and formatted for processing through a third-party software

Step 3: Residency Check of Students by third-party software platform

The annual residency check of all new students is a nine-step process:

1. CM201-U creates a list of all students/families in the School District to be verified for residency.
2. The District will process all students/families through a proprietary database system to determine residency status.
3. The database system will create a list of students/families that the database analysts determine as not living within the boundaries of the School District.
4. District personnel will review the list and determine if there are students/families that require additional investigation. The District will create a list of students/families for further investigation.
5. The District will make a final determination on the residency status on the list of students/families from the School District.
6. District personnel will review the list to discuss and review the evidence to make a final decision on the residency status of student/family.
7. Once the School District determines that the evidence proves the student/family is a non-resident, the school district will send the family a **10-Day Notification Letter** (Exhibit 2) written notification by certified, return receipt requested and first-class mail of the determination of the School District and the steps required to establish a hearing to contest the decision or to transfer out of the district. The parent has ten (10) days to determination the direction they

will take. On the 11th day, the student will not be allowed access to instruction, either remotely or in-person.

8. If the parent requests a hearing, one will be established and will include the parent and the Registration & Residency Assistant.
9. At the conclusion of the meeting, the School District will make a final determination and will send out a ***Final Determination Letter*** (Exhibit 3) to the family with instructions.

Questioning a Student's Residency in CM 201-U

On some occasions, a question arises as to the legitimacy of the residency status of a current parent, guardian, family and/or student. To this question, the District Office will supply the appropriate support in determining whether families and/or individuals are residents of the District. In order to make a fair and proper judgment on the residency status of a family and/or student, the following procedures are in place:

Step 1: Request to Check Residency of a Family/Student

If an individual has adequate evidence that a family/student is a non-resident of the District, they will need to contact the Registration & Residency Assistant at the Administrative Office at 708-367-8300 or via email.

Step 2: Data Collection

Step 3: Residency Check of a Family/Student

1. CM201-U creates a list of all students/families in the School District to be verified for residency.
2. The District will process all students/families through a proprietary database system to determine residency status.
3. The database system will create a list of students/families that the database analysts determine as not living within the boundaries of the School District.
4. District personnel will review the list and determine if there are students/families that require additional investigation. The District will create a list of students/families for further investigation.
5. The District will make a final determination on the residency status on the list of students/families from the School District.
6. District personnel will review the list to discuss and review the evidence to make a final decision on the residency status of student/family.
7. Once the School District determines that the evidence proves the student/family is a non-resident, the school district will send the family a **10-Day Notification Letter** (Exhibit 2) written notification by certified, return receipt requested and first-class mail of the determination of the School District and the steps required to establish a hearing to contest the decision or to transfer out of the district. The parent has ten (10) days to determination the direction they will take. On the 11th day, the student will not be allowed access to instruction, either remotely or in-person.
8. If the parent requests a hearing, one will be established and will include the parent and the Registration & Residency Assistant.
9. At the conclusion of the meeting, the School District will make a final determination and will send out a **Final Determination Letter** (Exhibit 3) to the family with instructions.

Verifying Student(s) under the McKinney-Vento Homeless Assistance Act

Crete-Monee School District 201-U has established procedures to ensure that homeless children and youths are afforded the same opportunities to be successful learners as other children and youths, ensuring that all Illinois students develop the knowledge and skills necessary for success.

Annually, the School District meets with each family that are provided services under the McKinney-Vento Homeless Assistance Act to determine if they are receiving the services they need to be successful in school. On some occasions, a question may arise as to the legitimacy of the family receiving services under the McKinney-Vento Homeless Assistance Act. If this occurs, the following steps will be followed to determine if the family should continue to receive services under the McKinney-Vento Homeless Assistance Act:

Step 1: Data Collection

The District's Homeless Liaison will gather data to determine whether to continue providing services. The process of gathering data and information begins with, but is not limited to, the following items:

- a) Registration documents from within Skyward or the Registrar
- b) Demographic report and contact information from Skyward
- c) Transportation information:
 - Bus number and bus stop location
 - Statement from the bus driver concerning any waiting vehicle or suspicions leading them to believe the student is not a resident

Step 2: District Homeless Liaison Will Meet with the Family

The District Homeless Liaison will meet informally with the family to discuss their current situation and review the gathered data in order to make a decision whether or not the family should continue receiving services under the McKinney-Vento Homeless Assistance Act.

At the conclusion of the meeting, the family will be notified by the District's Homeless Liaison if they will continue receiving services under the McKinney-Vento Homeless Assistance Act.

Step 3: Notification Sent to Family

The District Homeless Liaison will send the family a ***Determination of McKinney-Vento Services Letter*** (Exhibit 4) at the conclusion of the meeting.



UNITY

STARTS

WITH

“U”

Ms. Corina Posada
Registrar

**CRETE-MONEE
SCHOOL DISTRICT 201-U**

Administration Center
1500 Sangamon St.
Crete, Illinois 60417

www.cm201u.org



Exhibit 1: Communication to All Families of Process

Dear Parent/Guardian,

With the end of the 2021-22 school year, we are beginning to make preparations for the 2022-23 school year.

One of these preparations is to verify the residency status of all students in the Crete-Monee School District 201-U, both new and returning students. According to Board of Education Policy 7:60:

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete District's Custody, Care, and Control form and/or Power of Attorney, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

The Crete-Monee School District 201-U uses a third-party software platform to verify the residency of all students in accordance with the Illinois School Code 105 5/10-20.12b.

If their research indicates that you are a **resident** of the Crete-Monee School District, we appreciate your cooperation in the verification process and no additional information is needed.

If their research indicates that you are a **non-resident** of the Crete-Monee School District who is living outside district boundaries, we will provide you with a copy of a letter notifying you that your student will be identified to the School District as a non-resident, and you will need to transfer and register within the district boundaries your student resides for the school year.

If you disagree with the findings above, you **must** contact the Registration Office at 708-367-8390 to set up an informal meeting. At this informal meeting, a Crete-Monee School District 201-U representative and you will review your residency documentation, residency laws, out of district tuition cost and address any questions you may have about the findings.

Sincerely,

Ms. Corina Posada
Registrar



UNITY
STARTS
WITH
“U”

Ms. Corina Posada
Registrar

**CRETE-MONEE
SCHOOL DISTRICT 201-U**

Administration Center
1500 Sangamon St.
Crete, Illinois 60417

www.cm201u.org



Exhibit 1: Initial Letter of Contact

Dear Parent/Guardian,

Crete-Monee School District 201-U verifies the residency of all students in accordance with the Illinois School Code 105 5/10-20.12b. As part of the process, the district contracts with National Investigations, Inc. to assist in the residency verification process and to conduct physical residency checks.

During a recent residency verification, it was determined that your family is a:

☐ **Resident of Crete-Monee School District**

☐ **Non-Resident of Crete-Monee School District**

If our research indicates that you are a **resident** of the Crete-Monee School District, we appreciate your cooperation in the verification process and no additional information is needed.

If our research indicates that you are a **non-resident** of the Crete-Monee School District who is living outside district boundaries, an investigator will provide you with a copy of this letter notifying you that your student will be identified to the School District as a non-resident, and you will need to transfer and register within the district boundaries your student resides for the school year.

If you disagree with the findings above, you **must** contact the Crete-Monee School District 201-U at 708-367-8390 to set up an informal meeting. At this informal meeting, a School District representative and you will review your residency documentation, residency laws, out of district tuition cost and address any questions you may have about the findings.

Sincerely,

Ms. Corina Posada
Registrar

Parent/Guardian Name: _____

Student(s) Name: _____

Verified Address: _____

Date: _____



UNITY
STARTS
WITH
“U”

Ms. Corina Posada
Registrar

**CRETE-MONEE
SCHOOL DISTRICT 201-U**

Administration Center
1500 Sangamon St.
Crete, Illinois 60417
708-367-8390 PH
708-672-2698 FX

www.cm201u.org



Exhibit 2: 10-Day Notification Letter

Date

Parent Name

Address

City, State, Zip

Student(s):

Sent by Certified Mail, Return Receipt Requested and First-Class Mail

Dear (Parent Name),

It has been determined through documentation that the permanent address of the student(s) listed above is not within the boundaries of Crete-Monee School District 201-U. Therefore, the student(s) are non-residents.

Given that your child(ren) has been determined to be a non-resident of Crete-Monee School District 201-U, continued enrollment within the district is being denied. Fraudulent student registration in the State of Illinois is a Class C Misdemeanor and the individual can be fined \$500.00. Additionally, the district may request payment of non-resident tuition for the time in which your children was enrolled.

If you should decide to contest the residency finding, you may, as of ten (10) days from your receipt of this letter, request an informal meeting by using the enclosed form. Your request for a hearing should be sent via U.S. Certified Mail, Return Receipt Requested, to:

Ms. Corina Posada
Registrar
Crete-Monee School District 201-U
1500 Sangamon Street
Crete, IL 60417

Within ten days of our receipt of your request for an informal meeting, we will in turn call you with the time and place of the meeting. The meeting will be scheduled not less than ten (10) days, nor more than thirty (30) days after your notice is received. You will be required to provide documentation that supports your claim of residing within the boundaries of the School District (i.e., pay stubs with current address, W-2 forms, vehicle insurance documents, etc.).

Failure to respond to this notice will constitute a waiver of your right to request or have a meeting. As stated in Illinois School Code 105 5/10-20.12b, if you waive this right, you must transfer your child out of the Crete-Monee School District within five (5) school days of receiving this notice or your student will be transferred out after not receiving a request for a meeting within the ten (10) day timeframe.

Sincerely,

Ms. Corina Posada
Registrar



UNITY

STARTS

WITH

“U”

Ms. Corina Posada
Registrar

**CRETE-MONEE
SCHOOL DISTRICT 201-U**

Administration Center
1500 Sangamon St.
Crete, Illinois 60417

www.cm201u.org



Exhibit 3: Final Determination Letter

Date

Parent Name

Address

City, State, Zip

Student(s):

Sent by Certified Mail, Return Receipt Requested and First-Class Mail

Dear (Parent Name),

On _____, a meeting was held that included representatives from Crete-Monee School District 201-U and you to discuss the residency status of the above-named student(s). Based on the evidence provided during this meeting and the questions and answers discussed, it is the final determination of the School District that the above-named student(s) is/are a:

☐ **Resident of Crete-Monee School District**

☐ **Non-Resident of Crete-Monee School District**

If our final determination indicates that the student(s) is/are a **resident** of the Crete-Monee School District, we appreciate your cooperation in the verification process and no additional information is needed.

If our final determination indicates that the student(s) is/are a **non-resident** of the Crete-Monee School District who is living outside district boundaries, you will need to transfer and register within the district boundaries your student(s) resides for the school year.

If you wish to appeal this decision, you may do so to the Regional Superintendent of Schools within 5 calendar days. It is recommended that you review the issues of residency in the Illinois School Code, 105 ILCS 5/10-20.12b and 105 ILCS 5/14-1.11a.

Sincerely,

Ms. Corina Posada
Registrar