



BURBANK

SCHOOL DISTRICT 111

Step 1: Complete Online Registration

Visit our website at www.bsd111.org

- Click Registration
- **K-8 New Student Registration for 2024-2025**

Step 2: Provide Proof of Residency

Proof of residency is verified through CLEAR Batch, a public records technology platform. All student addresses will be run through CLEAR Batch.

All new families/students must verify that they reside within the district boundaries to attend Burbank School District 111. Dated documents will not be accepted; all utility bills must be current and not over 30 days.

Category I (must provide 1 document):

- ☐ Mortgage papers identifying name of child's parent/guardian
- ☐ Real estate tax bill identifying name of child's parent/guardian
- ☐ Copy of lease signed by landlord **identifying all tenant's**

AND

Category II (must provide 2 documents):

- ☐ Driver's License or State ID Card
- ☐ Internet/Home Cable Bill
- ☐ Electric/Gas Utility Bill
- ☐ Homeowner's/Renter's Insurance
- ☐ Water/Republic Utility Bill

****If the family is not the homeowner/lessee and is living with someone, the Residency Affidavit must be completed by the Homeowner/Lessee and it must be notarized. A home visit will also be scheduled. On the reverse, you will find the list of documents that must be provided by the homeowner/lessee and the parent.***

Step 3: Provide additional documentation

In addition to the residency documents, anyone seeking to enroll a student in the district must present the following documentation to our District Registrar:

- Student's Birth Certificate (original or certified copy issued by the County)
- Parent/Guardian Driver's License or ID
- Transfer paperwork
- Current report card/Special Services (IEP, ELL, Resource)
- Current physical exam (no longer than a year old)

Please note: The registration process is not complete until all three steps have been completed.



BURBANK

SCHOOL DISTRICT 111

Affidavit Required Documents

In addition to the document below, the Residency Affidavit must be completed by the Homeowner/Lessee and the form must be notarized. A home visit will also be scheduled.

If the family is living with someone, the homeowner/lessee must provide the following documents:

Category I (must provide 1 document):

- ☐ Mortgage papers identifying name of child's parent/guardian
- ☐ Real estate tax bill identifying name of child's parent/guardian
- ☐ Copy of lease signed by landlord **identifying all tenant's**

AND

Category II (must provide 2 documents):

- | | |
|--|---|
| <input type="checkbox"/> Driver's License or State ID Card | <input type="checkbox"/> Internet/Home Cable Bill |
| <input type="checkbox"/> Electric/Gas Utility Bill | <input type="checkbox"/> Homeowner's/Renter's Insurance |
| <input type="checkbox"/> Water/Republic Utility Bill | |

In addition to the homeowner/lessee documents, the parent must also provide two of the following documents:

Category II (must provide 2 documents):

- | | |
|--|---|
| <input type="checkbox"/> Driver's License or State ID Card | <input type="checkbox"/> Internet/Home Cable Bill |
| <input type="checkbox"/> Electric/Gas Utility Bill | <input type="checkbox"/> Homeowner's/Renter's Insurance |
| <input type="checkbox"/> Water/Republic Utility Bill | |

WARNING:

*Illinois law has made it a crime, **punishable by imprisonment and fine**, to knowingly or willfully present any false information regarding the residence of a student for purposes of enabling that student to attend on a tuition-fee basis or to knowingly enroll or attempt to enroll a student on a tuition-fee basis when the student is known to be a non-resident of the District. The District will seek prosecution to the full extent of the law of any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District.*