



New Lenox School District 122

102 South Cedar Road, New Lenox, Illinois 60451

Phone 815-485-2169 Fax 815-485-6478

registration@nlsd122.org

Lori R. Motsch, Ed.D., Superintendent

All families enrolled on an affidavit must complete the affidavit process annually.

The affidavit process includes completion and submission of the notarized Affidavit (Parts 1 & 2) by both the parent/guardian of the student and the district resident, as well as providing all required Category I AND Category II residency documents each school year.

These are required each year before initial enrollment into the district and/or access to register a returning student is enabled. Additionally, enrollment may be rescinded if residency changes prior to the student's first day of attendance.

Required documentation as per District policy is:

- ✓ *3 current Category II documents from the parent(s)/guardian(s) of the student(s)*
- ✓ *3 current Category II documents from the district homeowner/leaseholder*
- ✓ *1 current Category I document from the district homeowner/leaseholder*
- ✓ *Notarized Affidavit Parts 1 & 2 (enclosed) – There are notaries at the District Office FYI*

Please submit your complete documentation as soon as possible via either of the methods:

- Email to registration@nlsd122.org
- Drop in our locked drop box at our District Office located at 102 S. Cedar Rd, New Lenox, Illinois 60451.
- Drop off inside the District Office located at 102 S. Cedar Road, New Lenox, Illinois 60451. Registration Department hours are 8:00am – 4:00pm Monday through Friday during the school year, and 7:00am – 3:00pm Monday through Thursday during the summer.
- Fax to 815-485-6478, Attention: Registrar

The Affidavit and all supporting documentation must be received before we can move forward with registration (new students & returning students). Please see the next page for examples of documents required for residency verification.

NEW LENOX SCHOOL DISTRICT 122

REQUIRED RESIDENCY DOCUMENTS

Please submit all required documents to:

residency@nlsd122.org or
registration@nlsd122.org

New Lenox School District 122
102 S. Cedar Rd
New Lenox, IL 60451
815-485-2169

CATEGORY I

- Affidavit of Residency (signed and notarized) — When a person living with a district resident is seeking to enroll a student, both the student's family AND the district resident need to complete the Affidavit *and* provide proof of residency documentation
 - The student's parent/guardian needs to complete Affidavit form Part I *and* provide three (3) documents from Category II.
 - The district resident needs to complete the Affidavit form Part II *and* provide one (1) document from Category I *and* three (3) documents from Category II.
- Most recent mortgage statement (coupon books are not accepted)
- Most recent property tax bill
- Signed and dated lease with last month's payment, e.g., cancelled check or renter's receipt.
- Mortgage Settlement/ HUD statement from closing if have within 30 days.

CATEGORY II

THREE (3) documents showing property address are required

Examples:

- Current driver's license
- Current vehicle registration
- Most recent gas, electric, and/or water bill (must show service address)
- Most recent cable television or internet bill (must show service address)
- Most recent cell phone bill
- Current public aid card
- Current bank statement
- Current homeowner's/renter's insurance policy with premium payment receipt
- Current paystub
- Voter registration card