



## SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois • 60093  
847 881 9400 • Fax: 847 446 6388 • [www.sunsetridge29.org](http://www.sunsetridge29.org)

*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

### Enrollment and Verification Process

#### Enrolling a student in District 29 requires a 2-Step process:

1. Residency Verification
2. Enrollment Process

#### Step 1: Residency Verification

All new students, and those that have changed addresses within the district, are required to provide documentation verifying residency. Please provide the following:

1. One complete original document from Category I below
2. One complete original document from Category II below
3. One complete original document from Category III below
4. A copy of your homeowner's or renter's insurance
5. A signed affidavit by BOTH the parent and homeowner verifying that the student is living in a District residence (used when the person seeking to enroll a student is living with a District resident)

#### Category I

- Most recent property tax bill and proof of payment (e.g., canceled check or IRS Form 1098)
- Mortgage papers
- Signed and dated lease and proof of last month's payment (e.g., canceled check or receipt)
- Letter of residence, canceled check or receipt from landlord in lieu of lease

#### Category II

- Driver's license showing District 29 address or Cyberdrive Illinois change of address verification
- Government issued identification card or military I.D. showing District 29 address
- Vehicle registration showing District 29 address

#### Category III

- Most recent cable television bill showing District 29 address
- Most recent gas, electric, or water bill showing District 29 address
- Most recent land line or cell phone bill showing District 29 address

#### Non-Parent Seeking to Enroll a Student:

- I. Complete/sign a "Statement of Custody, Control and Responsibility of a Student by a Non-Parent" form (7:60-E3).
- II. Complete "Statement of Transfer of Custody, Control and Responsibility to a Non-Parent." (Not required if the natural or adoptive parents are unavailable.)

#### Step 2: Enrollment Process

Once residency is verified, the district will provide access to a web-based application to complete the appropriate enrollment forms.

Please contact the school secretary or Tom Beerheide in the Business Office (847.881.9457) with any questions.