



Enrollment of NEW STUDENTS to the Collinsville School District

Students NEW to the Collinsville School District are required to enroll ONLINE via the Skyward Family Access Portal.

During the Online Enrollment Process, parents/guardians will be required to upload:

1. A photo ID

2. A certified or registered birth certificate for the student at the time of enrollment.

(Note: If a birth certificate is unavailable, the parent may present other reliable proof of the child's identity and age that is supported by a sworn statement explaining why the birth certificate is not available (ie. Passport, Visa or other governmental documentation of a child's identity).

3. Proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document showing proper name and address is required)

Most recent residential property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)

Mortgage papers (homeowners)

Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)

Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)

Letter of residence from landlord in lieu of lease (7:60-AP2, E1)

Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)

Category II (Two documents showing proper name and address are required)

Current Illinois Driver's license or temporary Illinois Driver's license

Consular Identification card, Green card, Visa, U.S. Passport or current State Identification card

Current Vehicle registration

Current Voter registration

Most recent (within 60 days) utility bill, e.g., gas, electric, cable television, trash, water (No cell phones)

Current major credit card bill

Current public aid card

Current homeowners/renters insurance policy and premium payment receipt

Receipt for moving van rental

Anyone with a Custody Order Seeking to Enroll a Student

Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Non-Parent Seeking to Enroll a Student

Must complete and sign *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form, *Affidavit of Enrollment and Residency*, along with District approval. (This must be completed on a yearly basis). School Board exhibit 7:60-AP2, E3

IMPORTANT:

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a)). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

