



*Dr. Lane Abrell, Superintendent*

*Tim Ulrich, Principal*

January 25, 2023

Dear Incoming Freshmen Parents:

It is that time of year to start thinking about the 2023-2024 school year and transitioning your 8<sup>th</sup> grade student to Newark Community High School.

Enclosed are a few forms for you to complete if you plan to enroll your student into Newark Community High School. Uploading the required documents is recommended; please email them to [ckala@nchs18.org](mailto:ckala@nchs18.org), if you have questions about how to do this, contact Mrs. Kala via email.

- ❖ *Proof of Residency Requirements* (green sheet) – upload documents to [ckala@nchs18.org](mailto:ckala@nchs18.org)
  - Illinois School Code requires proof of residency in the district that your child will attend.
  - Please review the green sheet carefully; these documents **include a birth certificate and 3 other documents.**
- ❖ *Evidence of non-custody, control and responsibility* (blue sheet) - upload documents to [ckala@nchs18.org](mailto:ckala@nchs18.org)
  - This form establishes a child's residency when the student is not living with a natural or adoptive parent. If this form is applicable, please complete and upload supporting court document to [ckala@nchs18.org](mailto:ckala@nchs18.org).
- ❖ *Student Information Enrollment Form* (pink sheet)
  - Please complete and upload to [ckala@nchs18.org](mailto:ckala@nchs18.org).

Please make every immediate effort with submitting the above requested materials. Your student will not be allowed to register at Freshmen Registration until documents are received and residency is proven.

If you have any questions or need assistance, please do not hesitate to call the office and speak with Mrs. Michelle McAnally, Mr. Tim Ulrich, or Dr. Lane Abrell.

Sincerely,

Dr. Lane Abrell  
Superintendent

Enclosures

*"Success is achieved by cooperation in teaching and learning."*



## Newark Community High School Enrollment Form

### Student Information 2023-2024

Student Legal Name - Last, First, Middle	Gender
Home address - Street, Apt/Suite	Grade Level                      Graduation Year
P O Box	Guardianship - Who does student reside with?
City, State, Zip	Parent/Guardian Email
Student Cell Phone	School last attended, if other than NCHS
Date of Birth	Ethnicity - Circle one    White            Hispanic/Latino Black/African Amer.    Asian            Amer. Indi/Alaska Native
Social Security Number	Primary Language Spoken at Home

Father's Name - Last, First	Mother's Name - Last, First
Father's Employer	Mother's Employer
Father's Home Phone	Mother's Home Phone
Father's Work Phone	Mother's Work Phone
Father's Cell Phone - OK to text? Circle one: Yes   No	Mother's Cell Phone - OK to text? Circle one: Yes   No

***The NCHS automated message system will notify families of important information and school closings by telephone, email, and text. Parents need to make sure their information is kept up-to-date.***

Emergency Contact - Name (if different than above)	Name of non-custodial Parent who requests school information be mailed to them
Emergency Contact - Relationship	Name:
Emergency Contact - Phone Number	Home address - Street, Apt/Suite
	City, State, Zip                      Phone Number

Physician	Phone Number
Dentist	Phone Number

Any additional information (known allergies, disabilities, etc.) you wish to provide:

- Parent/Guardian is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year. **Circle One: Yes or No**
- I give permission for school personnel to make emergency measures as judged necessary for the care and protection of my child under the supervision of the school. In case of medical emergency, I understand that my child will be transported to the hospital by the local emergency authorities for treatment if deemed necessary. The child will be transported at the expense of the family. It is understood that in some medical situations, the staff will need to contact the local emergency resource before the parent, child's physician, and/or other adult acting on the parents' behalf.
- I give permission for my child to participate in all field trips during the 2023-2024 school year. I understand that I will be given information relating to each field trip/activity before it takes place. I also understand that by consenting to allow my child to go on a field trip that I waive the right to bring suit for damages against any employee of the Newark High School District #18 for any injuries that may occur during a conducted field trip.

I have read, understand, and agree to the above regarding student transportation.

Parent / Guardian Signature\_\_\_\_\_Date\_\_\_\_\_



# Proof of Residency Requirements

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Below are the requirements and actions that must be completed when anyone is seeking to enroll a student into District #18, Newark Community High School.

**Any student seeking enrollment must present a certified copy of a student's birth certificate.**

Must present proof of residency within the District by providing the required number of documents from each of the following categories:

## **Category I (One document required)**

- ❖ Most recent property tax bill and proof of payment, example canceled check or Form 1098 (homeowners)
- ❖ Mortgage papers (homeowners)
- ❖ Signed and dated lease and proof of last month's payment, example canceled check or receipts (renters)
- ❖ Notarized letter from manager and proof of last month's payment, example canceled check or receipt (trailer park residents)
- ❖ Notarized letter of residence from landlord in lieu of lease
- ❖ Notarized letter of residence to be used when the person seeking to enroll a student is living with a District resident

## **Category II (Two documents showing proper address is required)**

- ❖ Driver's license
- ❖ Vehicle registration
- ❖ Voter registration
- ❖ Most recent credit card bill and / or cable television
- ❖ Current bank statement
- ❖ Current public aid card
- ❖ Current homeowners/renters insurance policy and premium payment receipt
- ❖ Most recent gas, electric, and/or water bill
- ❖ Current library card
- ❖ Receipt for moving van rental

## **Military Personnel Enrolling a Student for the First Time in District #18**

Must provide one of the following within 60 days after the date of student's initial enrollment

- ❖ Postmarked mail addressed to military personnel
- ❖ Lease agreement for occupancy
- ❖ Proof of ownership of residence

## **Military Personnel with Legal Custody of a Child Who Want to Keep the Child Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation**

- ❖ Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

#### Military Personnel Placing Nonresident Child with Non-Custodial Parent While on Active Military Duty

- ❖ A student will not be charge tuition while he or she is placed with a non-custodial parent (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.

#### Anyone with a Custody Order Seeking to Enroll a Student

- ❖ Present 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.

#### **IMPORTANT:**

District #18 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 School District from 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.

A person who knowingly enrolls or attempts to enroll in the 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 the District with the payment of a nonresident tuition charge is guilty of a Class C misdemeanor. 105ILCS 5/10-20.12b(f).



