



# AMOS ALONZO STAGG HIGH SCHOOL

11100 Roberts Road Palos Hills, IL 60465 Phone: 708-974-7400 Fax: 708-974-0803 <http://stagg.d230.org>

February 2019

Dear Parent(s)/Guardian(s),

In the district’s ongoing efforts to be fiscally responsible, all Consolidated High School District 230 families are required to show proof of residency within the district boundaries on an annual basis, similar to when students first enrolled at Amos Alonzo Stagg High School. This procedure was put into place to protect the financial interest of taxpayers in District 230 by assuring that the students who receive an education in our schools are legally entitled to do so.

A new online form submission process is being piloted this year to ease the process of turning in residency and medical forms. The district is excited about the modernization of this process and appreciates families’ patience as we implement the new system. **For returning students only, families have the option to complete the annual residency verification process using this piloted program.** The links for the online document upload system can be found on the Stagg Guidance webpage along the left-hand side. All required documents must be uploaded **individually in PDF form**. The documentation necessary to complete this process is listed below. Uploaded documents not found on this list will be rejected and parents/guardians will be required to resubmit all information for additional review. Partial residency documentation will not be accepted.

<p align="center"><b><u>CATEGORY I</u></b>  <b>One (1) document verifying residency  AND proof of payment:</b></p>	<p align="center"><b><u>CATEGORY II</u></b>  <b>Three (3) documents dated within the  past 60 days with residential parent/guardian  name and address:</b></p>
<ul style="list-style-type: none"> <li>● Most recent Property Tax bill <b>AND</b> proof of payment. Obtain a copy of your property tax bill/receipt at <a href="http://www.cookcountytreasurer.com">www.cookcountytreasurer.com</a></li> <li>● Current Mortgage Statement</li> <li>● Signed and dated lease <b>AND</b> proof of last month’s payment - <b>Renters. <i>Lease must be valid on the first day of the school year (August 14, 2019).</i></b></li> <li>● Letter from manager <b>AND</b> proof of last month’s payment (e.g., cancelled check, receipt) (Mobile Home Residents)</li> </ul>	<ul style="list-style-type: none"> <li>● Driver’s license/State ID</li> <li>● Vehicle registration</li> <li>● Most recent cable television bill</li> <li>● Current public aid card with name and current address</li> <li>● Current homeowners/renters insurance policy <b>AND</b> premium payment receipt</li> <li>● Most recent electric bill</li> <li>● Most recent gas bill</li> <li>● Most recent water bill</li> </ul>

The Guidance Office will still hold the following events at Stagg for families to bring in paper copies of their residency verification to complete the process:

- Tuesday, March 5, 2019 - 12:00pm to 7:00pm (during Parent/Teacher Conferences)
- Wednesday, April 17, 2019 - 8:00am to 12:00pm & 4:00pm to 8:00pm
- Saturday, May 4, 2019 - 8:00am to 12:00pm

**Incoming freshman**, in addition to the required residency documents, the following enrollment documents must be provided:

- Student's birth certificate
- Special custody documentation (if applicable):
  - Any court order, agreement, judgment or divorce decree that awards or gives custody of the child to any person (first page, custody page and signature page only)

**Students attending Alternative Schools, Private Placements or Programs Outside the District** are also required to verify residency. It is imperative that all students, regardless where they attend school, complete the annual residency verification at their home school -- Stagg High School.

To request a District 230 form, or if you have any questions, please contact the Stagg High School Guidance Office at 708-974-7423.

Sincerely,

Dr. Kathryn B. Meader  
Director of Guidance