



## K-8TH GRADE ENROLLMENT PROCESS

- ~ Complete a pre-registration submission through online portal [www.kenilworth38.org/enrollment/new-student-registration](http://www.kenilworth38.org/enrollment/new-student-registration)
- ~ Submit to Registrar necessary student, medical, and residency documents and forms.
- ~ Confirm residency in the summer.

### STUDENT DOCUMENTS AND FORMS (NEW STUDENTS ONLY):

#### **Student Documents:**

- Birth Certificate (*original or a certified copy*) or a valid, original passport at the time of registration, and then birth certificate within 30 days of online pre-registration
- Student records sent from previous schools or services
- Family Information Form

#### **Medical Forms:**

- State of Illinois Certificate of Child Health Examination (*current within one year*)
- Illinois Department of Public Health Proof of School Dental Examination
- State of Illinois Eye Examination Report

**STUDENT RESIDENCY (NEW AND RETURNING STUDENTS):** Only students who are legal residents of Kenilworth School District No. 38 may attend The Joseph Sears School. The residence of a person who has legal custody of a student is deemed to be the residence of the student.

**Property owners in Kenilworth School District No. 38 who do not physically live within the boundaries of the District are NOT legal residents for school enrollment purposes, and their student(s) DO NOT QUALIFY to attend The Joseph Sears School on a tuition-free basis.**

**VERIFICATION OF RESIDENCY\*:** Proof of residency is required annually for all students. The person enrolling the student must provide Registrar with original, current documents that show the person's name and KSD38 address.

#### **Option A. KSD38 Homeowner**

- **ONE of the following:**
  - Sales Contract/mortgage papers
  - Your most recent property tax bill
- AND
- **TWO from the list below:**
  - Homeowner's insurance policy
  - Vehicle registration
  - Driver's license/state ID

#### **Option B: KSD38 Renter**

- **ONE of the following:**
  - Signed lease
  - Letter of Residence from Landlord
- AND
- **TWO from the list below:**
  - Current vehicle registration
  - Current vehicle insurance policy
  - Driver's license/state ID

In addition to the above documents, if the person enrolling the student is **not** the student's natural or adoptive parent, that person must submit a signed and notarized *Affidavit of Guardian or Custodian* and *Affidavit of Transfer of Custody and Control*.

#### **Option C: None of the documents in categories A or B above are applicable because:**

- The student is homeless and eligible for enrollment under the *Illinois Education for Homeless Children Act*. For more information on the enrollment of homeless students, please contact the District's Homeless Liaison, Dr. Carrie De La Cruz, (847) 853-3807 or [cdelacruz@kenilworth38.org](mailto:cdelacruz@kenilworth38.org)
- The student is enrolling based upon a determination of the Department of Children and Family Services (attach evidence from DCFS)
- The student is an anticipated resident who has been permitted to enroll pursuant to an approved Temporary Non-Resident Agreement, a 30% tuition deposit, and whose parent(s)/guardian(s) agree to provide proof of residency documentation within 90 calendar days of the student's first day of school attendance.



**\*NOTE:** *The District may require additional proof of residency, interviews of the person(s) enrolling the student and/or the student's parent(s)/guardian(s), and/or home visits to verify a student's residency within the District.*

**Certification of Person Enrolling the Student(s)**

By my signature below, I certify my understanding that only residents of Kenilworth School District No. 38, i.e. those who physically occupy and live within the School District's boundaries, are eligible to attend The Joseph Sears School on a tuition-free basis. I understand that it is my responsibility to verify whether my residence is within the boundaries of the School District. I further understand that it is my obligation to promptly notify the School District of any change in residence. I acknowledge that if my student is determined to be a non-resident of Kenilworth School District No. 38, I shall be liable for the full tuition cost for each day my student was enrolled in the School District.

I further acknowledge that any person who enrolls or attempts to enroll in the schools of a school district, on a tuition-free basis, a pupil known by that person to be a nonresident of the district, or any person who presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge, shall be guilty of a Class C misdemeanor. I understand that if the School District determines that I have provided false information about my student's residency within the School District, I may be referred for criminal prosecution.

\_\_\_\_\_  
Signature of Person Enrolling Student(s)

\_\_\_\_\_  
Date

Name of Student(s): \_\_\_\_\_

Relationship to Student(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

The Joseph Sears School • Kenilworth School District No. 38  
542 Abbotsford Road, Kenilworth, IL 60043 • Office: 847.256.5006 • Fax: 847.256.4418  
[www.kenilworth38.org](http://www.kenilworth38.org)



### **Director of Student Services**

If your child has an IEP, 504, receives Student Services or ESL services, you will need to consult with the Director of Student Services:

Dr. Carrie De La Cruz  
The Joseph Sears School  
542 Abbotsford Road  
Kenilworth, IL 60043  
847-853-3807  
[cdelcruz@kenilworth38.org](mailto:cdelcruz@kenilworth38.org)

### **Registrar**

Please submit all registration documents and forms to:

Mrs. Susan White  
The Joseph Sears School  
542 Abbotsford Road  
Kenilworth, IL 60043  
847-853-3804  
[swhite@kenilworth38.org](mailto:swhite@kenilworth38.org)

### **SCHEDULING A SCHOOL TOUR**

All prospective families are invited to take a tour of The Joseph Sears School. Tours are available year round. You can schedule your tour online, please visit: [www.kenilworth38.org](http://www.kenilworth38.org). Then select the *Enrollment* tab and *Schedule a Tour*. Please allow one week from the date of submission for a response from the school.

**Junior Kindergarten Tour (20 minutes):** The Junior Kindergarten Teacher provides guests with an overview of the program and the facilities used during Junior Kindergarten.

**K-8 General Building Tour (45 minutes):** The general building tour provides guests with a comprehensive overview of school district facilities. Tours are customized to the needs and interests of guests and are provided by district staff. Tours for prospective families include a discussion about the registration process at the end of the tour.

*Welcome to The Joseph Sears School!*



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