

ATTENTION! ATTENTION!

**IMPORTANT RESIDENCY AND STUDENT CENSUS VERIFICATION
REQUIRED FOR ENROLLMENT OF ALL LTHS STUDENTS**

June 2011

Dear Lyons Township High School Parent/Guardian,

In order for your student(s) to enroll at Lyons Township High School, residency in District 204 must be verified. Each family will be required to prove residency through a minimum of three documents, which must include your name and current address. You will be required to produce these documents each and every year your student(s) is enrolled at LTHS.

Residency documents for all LTHS students must be submitted on or before **Friday, July 1, 2011**. Failure to verify residency will delay your student's participation in fall athletics, processing and/or the start of school.

Residency fraud is a serious and costly offense to the District and to you, the taxpayer. During recent school years, families were found to be fraudulently sending their children to school at LTHS. The District continues to recover tuition costs.

Photocopies of the required residency documents may be dropped off at the Main Office your student attends. If you have students at both campuses, please submit the documents to the campus most convenient for you. You may mail the documents to:

| NORTH CAMPUS | SOUTH CAMPUS |
|--|---|
| LTHS Residency Verification 100 South Brainard Avenue LaGrange, IL 60525 | LTHS Residency Verification 4900 S. Willow Springs Road Western Springs, IL 60558 |

Please record your student(s) ID numbers on all documents you submit. **PLEASE DO NOT SEND OR MAIL ORIGINAL DOCUMENTS.** An Annual Verification of Residency Form has been provided for you. Please return this form, with the name of your oldest LTHS student currently living in your household, along with the proper documents. The verification information will automatically link to siblings.

If you are the parent/guardian of an incoming freshman and you have already satisfied the residency requirements through the enrollment process, you will not need to provide residency information for older siblings. Residency verification for your incoming freshman will suffice for the entire family, including older siblings at LT. Even if you have already established residency in this way, please return one Census Verification Form for each child attending LTHS.

Also for your convenience, you will find your child's Census Verification Report enclosed. Please review this data for accuracy, update or change any incorrect and missing information, and sign and submit it with the residency documents. When submitted by the July 1, 2011 deadline, the most up-to-date information will be published in the Parent Networking Directory, which will be made available through the Parent Teacher Council in the fall. If you do not wish to have your information included in the directory, please circle the "OPT OUT" near the bottom of the attached Census Verification Form and submit it by July 1st. If you do not opt out by July 1st, your information will be published in the Parent Networking Directory.

I encourage you to submit your residency documentation along with the Annual Verification of Residency and Census Verification Report as soon as possible to avoid any enrollment delay. Our Main Office staff will be happy to answer any questions or concerns you have. Feel free to contact either Associate Principal at 708-579-6500 (SC) or 708-579-6300 (NC).

Thank you.

Timothy B. Kilrea, Ed.D.
Superintendent
District 204

Enclosures