



# REGISTRATION & RESIDENCY INFORMATION

Dear Parents and Guardians of Incoming Students,

Thank you for your interest in New Trier High School. The first step in the registration process is **establishing residency** in the New Trier Township High School District.

## Residency Requirements

The right to attend school tuition-free at New Trier High School is extended to residents who live within the District 203 boundaries. To be a legal resident of District 203, a student must reside with one of the following:

- Natural or adoptive parents listed on the birth certificate
- A court-ordered guardian
- An adult that receives public aid on behalf of the student
- An adult who has assumed and exercises responsibility for the student and who provides him/her a fixed, nighttime abode. The student must eat and sleep at the adult's residence on a regular basis.

Property owners in District 203 who do not live at the property are **NOT** legal residents and their students **DO NOT QUALIFY** to attend school on a tuition-free basis.

## Verifying Residency

Proof of residency is part of the registration process for new and returning students. Attached to your registration materials, you will need to attach residency items from Options A, B or C below. **Copies of current documents that show your name and address must be provided.**

<p><b><u>Option A: Homeowner in the District</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>ONE of the following:</u></b> <ul style="list-style-type: none"> <li>○ Sales contract/mortgage paper, <b>OR</b></li> <li>○ Your most recent real estate tax bill</li> </ul> </li> <li>• <b><u>AND</u></b></li> <li>• <b><u>TWO from the list below</u></b> displaying your name and district address:           <ul style="list-style-type: none"> <li>○ Mortgage coupon</li> <li>○ Current homeowner's insurance policy</li> <li>○ Current vehicle registration</li> <li>○ Current vehicle insurance policy</li> <li>○ Driver's license/state ID</li> <li>○ Utility bills (gas, electric, water/sewer, phone)</li> <li>○ Bank or credit card statement</li> <li>○ Paycheck</li> </ul> </li> </ul>	<p><b><u>Option B: Renter in the District</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Submit the following:</u></b> <ul style="list-style-type: none"> <li>○ Copy of your signed lease (or letter of attestation*)</li> </ul> </li> <li>• <b><u>AND</u></b></li> <li>• <b><u>THREE from the list below</u></b> displaying your name and district address:           <ul style="list-style-type: none"> <li>○ two months proof of payment (i.e., cancelled checks or cancelled security deposit check)</li> <li>○ Current renter's insurance policy</li> <li>○ Current vehicle registration</li> <li>○ Current vehicle insurance policy</li> <li>○ Driver's license/state ID</li> <li>○ Utility bills (gas, electric, water/sewer, phone)</li> <li>○ Bank or credit card statement</li> <li>○ Paycheck</li> </ul> </li> </ul>
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<p><b><u>Option C: None of the documents in categories A or B above are applicable because:</u></b></p> <ul style="list-style-type: none"> <li>○ The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act</li> <li>○ The student is enrolling based on the determination of the Department of Children and Family Services; attach evidence from DCFS</li> <li>○ Proof of Residency will be established within 30 days; a copy of sales contract and/or signed lease is attached as proof of scheduled move, and additional items will be provided upon move.</li> </ul>
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\*A Letter of Attestation is used when a lease is not available. The owner, leaseholder or landlord of the property where the student and custodians are living shall provide a signed letter attesting to the residency of the student and custodians. Property owners must attach a copy of their current real estate document; leaseholders must attach a copy of their current lease; landlords may be asked to provide additional information.

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### **Registration Items to be Submitted:**

<b>Registration Packet:</b> <ul style="list-style-type: none"><li>○ Registration Form</li><li>○ Affirmation of Legal Residency Form</li><li>○ A copy of the birth certificate</li><li>○ Unofficial transcript(s) from previous school(s)</li><li>○ Guardianship papers, if applicable</li></ul>	<b>Health Packet:</b> <ul style="list-style-type: none"><li>○ New Trier Health Forms</li><li>○ Copy of physical examination and immunization record - current within one year</li><li>○ Copy of any reports related to special services the student receives (e.g. IEP, 504 Plan, ESL)</li></ul>
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### **IEP, Special Education, or ESL Services**

If your student has an IEP, receives special education services **or** has received ESL services, you will need to consult with the Director of Special Education or Director of ESL **prior** to taking our placement test. They may be contacted at:

<b><u>Director of Special Education</u></b> Ms. Ellie Ambuehl 847-784-2205 <a href="mailto:ambuehle@nthz.net">ambuehle@nthz.net</a>	<b><u>Director of ESL</u></b> Mr. Kurt Weiler 847-784-2327 <a href="mailto:weilerk@nthz.net">weilerk@nthz.net</a>
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### **Submitting All Documents**

Please forward all completed documents to the Student Records Office – they may be faxed, emailed, or dropped off in Room 220, at the Winnetka campus. We will contact you when the residency has been approved by our Assistant Principal, and we will schedule an appointment for a placement test.

<b><u>District Registrar</u></b> 385 Winnetka Avenue, Room 220 Winnetka, IL 60093 847-784-2213, 847-784-2094 (Fax) <a href="mailto:registrar@nthz.net">registrar@nthz.net</a>
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### **Placement Test**

A placement test (also called the CTP4) is required prior to course selection for all students. The CTP4 will measure skills in verbal reasoning, quantitative reasoning, and math. It usually takes a full morning, starting at 8:00 a.m., and ending around 12:00 noon.

### **Scheduling Conference**

After all testing and evaluations have been completed, the next step is a Scheduling Conference with an Adviser Chair. You will receive a call from the Adviser Chair or Assistant Principal's offices within days of your student completing placement testing. During this meeting your student will be assigned an adviser and a schedule for classes. You and your student may ask any questions you have about New Trier and our programs at this time.

### **Scheduling a Tour**

New Trier does not offer shadowing days; however, if you wish to schedule a tour you may do so by contacting the Office of the Assistant Principal at 847-784-2216.

***Welcome to New Trier!***