Residency Verification Document Requirements

Per CCSD Policy JFAAA, the following documents are required to prove a student’s domicile: parent/guardian affidavit, one of the documents in Category I and one of the documents in Category II. The parent/guardian address must match on all documents.

AFFIDAVIT (Revised Oct 2011)

- Must have the student’s name, the parent/guardian’s full name, and the address
- Must be notarized with the seal of the notary or their signature and expiration date
- Must be completed for the current school year
- CANNOT BE ALTERED IN ANY WAY

NOTE: A parent/guardian cannot notarize his/her own document.

CATEGORY I AND II DOCUMENTS

General Requirements

- Must have the parent/guardian name, address and date
- Display of P.O. BOX IS UNACCEPTABLE
- Documents must be dated within 90 DAYS OF ENROLLMENT, unless otherwise directed
- PROPERTY TAX STATEMENTS MUST BE THE MOST CURRENT (e.g., 2016 tax statement if registering for 2017-18)

Category I Document: Residence Verification

- If property is rented, a copy of the signed and dated lease is required.
  - If a lease was not provided or required by the property owner at the time of occupancy, a signed, notarized and dated statement from the property owner verifying that the parent/guardian and the student are domiciled at the stated address is required.
  - If the lease has expired or will expire before the first day of attendance, an updated lease or a signed, notarized, and dated statement from the property owner verifying that the parent/guardian and the student are domiciled at the stated address is required.
- If property is owned, a copy of the most recent property tax bill (not auto) with the parent/guardian as owner is required.
  - If property is owned and the buyer has not yet received a tax bill, a Mortgage Statement or HUD-1 Settlement Statement can be accepted.
- If property is being bought or being built, a copy of the contract for sale with date of closing including buyer and seller, or a copy of the contract for construction is required.

Category II Document: Official Mail Verification

- Electric or gas bill
- Water bill
- Phone bill (NOT cell phone)
- Cable bill
- Car registration (NOT driver’s license)
- Pay stub (must show employer’s name & current pay period, name and address of the parent/guardian)

- Local, state or federal agency correspondence that reflects the name and address of the parent/guardian (Social Security, Medicaid, DSS, IRS, food stamps, court documents, etc.)
- ENVELOPES ARE NOT ACCEPTABLE
SPECIAL CASES

For the parent/guardian and student who live with someone else in their home, each of the following must be provided:

- The parent/guardian must provide the required affidavit.
- In addition, the person with whom the parent/guardian and the student are living must
  - Complete the portion of the affidavit, entitled Head of Household Other than Parent/Guardian, or submit a notarized letter stating that the parent/guardian and student currently reside at the address in question.
  - Provide the required documents from Categories one and two.
- The parent/guardian must provide two documents from category two showing his/her name at that address.

For a nonresident student eligible to attend a Charleston County school by virtue of property ownership:

- The student must own real property with a tax assessed value of $300 or more.
- The parent/guardian must provide one document for Category II (Official Mail Verification) for the student’s residence address outside Charleston County.
- The parent/guardian must submit the following as the student’s proof of qualifying Charleston County property ownership:
  - A copy of the most recent property tax bill (not auto) with the parent/guardian or student as owner.
  - If the owner has not yet received a tax bill, a Mortgage Statement or HUD-1 Settlement Statement can be accepted.
  - If the tax bill is not in the student’s name, the most current title of real estate or the property deed must be provided.

Important: Please be advised that any student residing outside Charleston County may be required to pay tuition per Board of Trustees’ policy JFAB-Nonresident Students. If you have any questions about out of county tuition, please contact the Office of General Counsel at 843-937-6515.