

## CHARLESTON COUNTY SCHOOL DISTRICT RESIDENCY VERIFICATION DOCUMENT REQUIREMENTS

Per **CCSD Policy JFAAA**, Assessing Legal Residence and Domicile, 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.**

### GENERAL REQUIREMENTS

- Must have the parent/guardian name, address and date
- Display of P.O. BOX IS UNACCEPTABLE
- Documents must be dated within 30 DAYS OF ENROLLMENT, unless otherwise directed
- PROPERTY TAX STATEMENTS MUST BE THE MOST CURRENT (e.g., 2017 tax statement if registering for 2018-19)

### AFFIDAVIT OF STUDENT'S DOMICILE

- Must have the student's name, the parent/guardian's full name, and the address
- Must be signed in the presence of a notary and include the notary's signature and commission expiration date (A notary's seal is optional.)
- Must be completed for the current school year
- **CANNOT BE ALTERED IN ANY WAY**
- **CANNOT BE NOTARIZED BY THE PARENT/GUARDIAN**

### 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 ratified contract for sale with the date of closing including the buyer and seller or a copy of the ratified contract for construction.

### 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:

- The parent/guardian must
  - provide the Affidavit of a Student's Domicile
  - provide two documents from Category two showing his/her name at that address
- In addition, **the person with whom the parent/guardian and the student are living must**
  - 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

### For a student planning to move into the district:

- If property is being bought or being built, a copy of the contract for sale with the date of closing including buyer and seller, or a copy of the contract for construction is required.
- The student and his/her parent/legal guardian must establish residency in the district by the end of that school year.
  - If residency is not established by the end of the school year in which the student has been admitted, the student must be withdrawn from the district school and may not use this provision for enrollment until residency has been established.

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

- The student must own real property in Charleston County 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:
  - Copy of a filed deed showing property ownership within Charleston County by the student;
  - Copy of a current tax bill; and,
  - A release from the school district in which the family resides.

**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.