

May 1, 2019

Dear Parent/Guardian:

Registration and re-enrollment for the coming school year is upon us. The purpose of this letter is to remind you of your responsibility to provide us with documents verifying your residency.

There are **three** documents that must be contained in each student's file:

1. **A signed and notarized Affidavit.** The affidavit cannot be altered in any way.
2. **For residency verification**, provide a current lease if you are renting or a current property tax bill (not auto) if the residence in which you live is owned. If property is owned and you have not yet received a tax bill, a Mortgage Statement or Hud-1 Settlement Statement can be accepted. If property is being bought or 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.
3. **One** of the following documents for **official mail verification** (dated May 1 or after):
 - 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**

All of these documents must have your name, address and date on them. The name and address on these documents **must match** the name and address on the Affidavit. Envelopes and P.O. Box numbers will not be accepted.

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

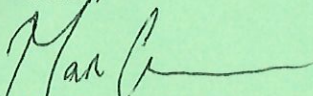
- The **parent/guardian** must provide the required affidavit.
- In addition, **the person with whom the parent/guardian and the student are living** (Head of Household) must fill in the bottom of the backside of the affidavit titled HEAD OF HOUSEHOLD OTHER THAN PARENT/GUARDIAN.
- **The person with whom the parent/guardian and student are living** (Head of Household) must provide the current lease or property tax bill (not auto) to verify residency and one document from the official mail document list above.
- **The parent/guardian** must provide **two** documents from the official mail document list above showing your name at that address.

All documents (except property tax which must be the most current available) must be **dated May 1 or after**. Please be prepared to leave copies of these documents at school for our files.

Your child's residence must be verified by our staff no later than Wednesday, June 19. If a property lease expires before this deadline, you must provide an updated lease within 30 days of expiration. Please note that your child will not be enrolled for the next school year without this required documentation. **There will be no exceptions to this policy.**

Should you have any questions concerning this matter, please contact the school at 843-762-2749. Thank you for your cooperation with this process.

Sincerely,


Mark Connors, Principal

Harbor View Elementary School

Gerrita Postlewait, Ed.D.
Superintendent of Schools

Cynthia Ambrose
Deputy Superintendent of
Learning Services

Michelle Simmons
Executive Director
Elementary Learning Community

Mark Connors
Principal

Stacey Dickinson
Assistant Principal