

## Residency Verification Documentation Requirements

Dear Parents or Guardians:

Registration and enrollment for the coming school year (2022 - 2023) is upon us. Our goal is to provide the best possible educational environment for your child. The purpose of this letter is to verify your child's residency. There is a lot of important information included in this email, and I ask that you read through it carefully prior to submitting your documents. We will do everything we can to make this process as efficient as possible. All residency documentation must be submitted to our office by **June 30, 2022**.

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:

**(make sure that the statement date is March 1, 2022 or later)**

1. Electric, Gas or Water bill
2. Phone bill (not cell phone)
3. Cable bill
4. Car registration (not driver's license)
5. Pay stub showing employer's name and your name and address
6. Local, state or federal agency correspondence (Social Security, Medicaid, DSS, IRS, SNAP, SC state or Federal student loans, court documents, etc.) which includes your name and address.

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

If you 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** must fill in the bottom backside of the affidavit titled HEAD OF HOUSEHOLD OTHER THAN PARENT/GUARDIAN **or** provide a signed, notarized and dated statement verifying the address and that the parent/guardian and the student are residing at the stated address.
- **The person with whom the parent/guardian and student are living** must provide a current lease or property tax bill (not auto) to verify residency and one document from the official mail document list above.

### Charleston County School of the Arts

**Donald R. Kennedy, Sr.**  
Interim Superintendent of Schools

**Karolyn Belcher**  
Chief Academic Officer

**Joseph Williams, Ph.D.**  
Deputy Superintendent of Learning  
Services

**Shannon Cook, Ph.D.**  
Principal

- **The parent/guardian** must provide **two** documents from the official mail document list above showing their name at that address.

**The following documents must be provided for out of county residents.**

- Proof of residency: (showing out of county housing)
  - One document for the official residence verification (lease, tax bill, mortgage statement or Hud-1 Settlement Statement)
  - One document for the mail verification with a correspondence or statement date of March 1, 2022 or after (this is one of the items listed in the Category 2 list on the first page)
- Proof of the student's ownership of Charleston County property with a tax assessed value of \$300 or more:
  - The most current 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 to 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.

**Please note that your child will not be enrolled for the 2022-2023 school year without this required documentation.** Should you have any questions concerning this matter, please contact Sylvia Edwards at 843-746-6381 or Charlene Felder at 843-746-6382. Thank you for your cooperation with this process.

Sincerely,

Dr. Shannon Cook  
School of the Arts Principal

**You should be able to have the affidavit notarized at your bank or one of the public libraries.**

**We will offer a couple of weeks where you can come to the school and we can take care of notarizing the affidavit for you. Just make sure you don't sign the form until you are here. You will need to bring in the required document with you.**

**All residency documents must be received by June 30, 2022**