

Charleston County School District Applications and Registration Portal

A. How to Upload Required Documents

1. Required documents may now be uploaded during the online registration process.

IMPORTANT NOTE: If you choose not to upload the documents, you may email them directly to the school.

Required Documents

11.1	Parent/Guardian Photo ID	<input type="button" value="Choose File"/> No file chosen
11.2	Child's Legal Birth Certificate	<input type="button" value="Choose File"/> No file chosen
11.3	SC Certificate of Immunization	<input type="button" value="Choose File"/> No file chosen

[Residency Verification Document Requirements \(English\)](#)
[Residency Verification Document Requirements \(Spanish\)](#)

11.4	Notarized Affidavit of Residency	<input type="button" value="Choose File"/> No file chosen
Click here to print the Affidavit of Residency (English Only Form) Click here to print the Affidavit of Residency (English and Spanish combined Form)		
11.5	One document for residence verification	<input type="button" value="Choose File"/> No file chosen
<ul style="list-style-type: none">. Signed and dated current lease. Most recent real property tax bill. Copy of the ratified contract for purchase with the date of closing. Copy of the ratified contract for construction		
11.6	One document for mail verification	<input type="button" value="Choose File"/> No file chosen
<ul style="list-style-type: none">. Electric or gas bill. Water bill. Phone bill (NOT cell phone). Cable bill or internet bill. Car registration (NOT driver's license). Paystub (must show employer's name and 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, court documents, etc.)		

Head of Household's Proof of Residency
If the parent/guardian and the student live with someone else in their home, upload the following documents for the person with whom you and the student are living.

11.7	Official residence verification	<input type="button" value="Choose File"/> No file chosen
11.8	Official mail verification	<input type="button" value="Choose File"/> No file chosen
11.9	Upload here: Other	<input type="button" value="Choose File"/> No file chosen

Proof of Student's Property Ownership
If the student resides outside of Charleston County and qualifies for attendance by virtue of owning real property with a tax assessed value of \$300 or more, upload the following documents for proof of property ownership.

11.10	Upload here: Current Tax bill or signed and dated lease	<input type="button" value="Choose File"/> No file chosen
11.11	Upload here: Title of real estate or property deed [must be provided with the tax bill or signed and dated lease if the student's name is not on the tax bill]	<input type="button" value="Choose File"/> No file chosen
11.12	Upload here: Other	<input type="button" value="Choose File"/> No file chosen

2. Identify the document to be uploaded and select 'Choose File.' Select the file from your device that needs to be uploaded. Once the document is uploaded, the name of the file uploaded will appear.

Required Documents

11.1	Parent/Guardian Photo ID	<input type="button" value="Choose File"/> Parent Photo ID.pdf
11.2	Child's Legal Birth Certificate	<input type="button" value="Choose File"/> Birth Certificate.jpeg
11.3	SC Certificate of Immunization	<input type="button" value="Choose File"/> Immunization Record.pdf

[Residency Verification Document Requirements \(English\)](#)
[Residency Verification Document Requirements \(Spanish\)](#)

11.4	Notarized Affidavit of Residency	<input type="button" value="Choose File"/> Affidavit 042720.pdf
Click here to print the Affidavit of Residency (English Only Form) Click here to print the Affidavit of Residency (English and Spanish combined Form)		
11.5	One document for residence verification	<input type="button" value="Choose File"/> Category 1 042720.pdf
<ul style="list-style-type: none"> . Signed and dated current lease . Most recent real property tax bill . Copy of the ratified contract for purchase with the date of closing . Copy of the ratified contract for construction 		
11.6	One document for mail verification	<input type="button" value="Choose File"/> Category 2 042720.pdf
<ul style="list-style-type: none"> . Electric or gas bill . Water bill . Phone bill (NOT cell phone) 		

- Once the registration page is saved, the following link to the uploaded document will appear: [click to view/download].

Required Documents


11.1	Parent/Guardian Photo ID	<input type="button" value="Choose File"/> No file chosen [click to view/download]
11.2	Child's Legal Birth Certificate	<input type="button" value="Choose File"/> No file chosen [click to view/download]
11.3	SC Certificate of Immunization	<input type="button" value="Choose File"/> No file chosen [click to view/download]

[Residency Verification Document Requirements \(English\)](#)
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11.4	Notarized Affidavit of Residency	<input type="button" value="Choose File"/> No file chosen [click to view/download]
Click here to print the Affidavit of Residency (English Only Form) Click here to print the Affidavit of Residency (English and Spanish combined Form)		
11.5	One document for residence verification	<input type="button" value="Choose File"/> No file chosen [click to view/download]
<ul style="list-style-type: none"> . Signed and dated current lease... 		

If there is a need to change the uploaded document, select the 'Choose File' button to upload a new file. Once 'Continue' or 'Save and Exit' is selected, the new file will overwrite the original file.

- When you have completed all of the registration steps, click 'Save and Exit' or 'Signout.'

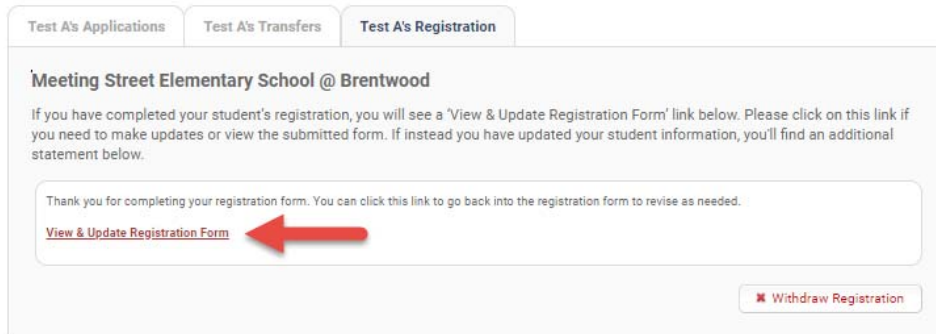
 Select Language | ▼

You are signed in as: XXXXXXXXXX

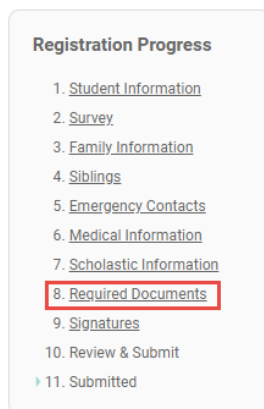
[DASHBOARD](#) | [MESSAGES](#) | [MY ACCOUNT](#) | [SIGNOUT](#)

B. Uploading a Document After the Registration Form has been Submitted

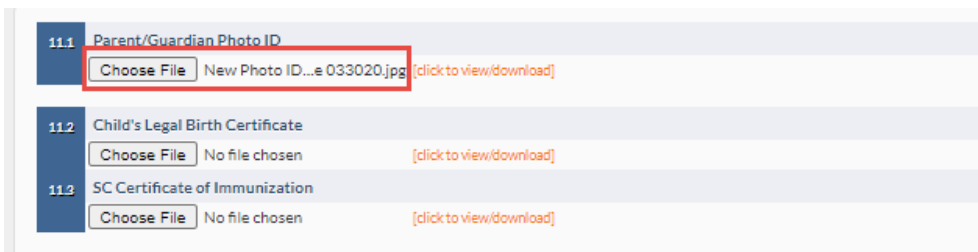
1. Go to the 'Dashboard' and select the student needed. Then select the student's registration tab and select 'View & Update Registration Form.'



2. Select '8. Required Documents' from the Registration Progress list.



2. Select 'Choose File' for the document to be uploaded. When 'Continue' or 'Save and Exit' is selected, the new file will overwrite the original file.



3. When you have completed all of the registration steps, click 'Save and Exit' or 'Signout.'

