



Lucy Beckham High School

Donald R. Kennedy, Sr.
Interim Superintendent of Schools

Karolyn Belcher
Chief Academic Officer

Joseph Williams
Executive Director
Secondary Learning Community

Anita Huggins
Executive Director
Secondary Learning Community

Anna E. Dassing
Principal

Dear Parent or Guardians:

Registration and re-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 letter, 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 students must provide residency verification documents, even if they are approved for a district-approved transfer.** All residency documentation must be submitted to our office by June 30, 2022. All documentation must be submitted at once. Partial residency documentation will not be accepted.

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. *See below for dates we will be offering notary services free of charge at Lucy Beckham High School.*
2. 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 the property is owned and you have not yet received a tax bill, a mortgage statement or HUD-1 Settlement Statement can be accepted. If the 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:
 - a. Electric, Gas or Water bill
 - b. Phone bill (not cell phone)
 - c. Cable bill
 - d. Car registration (not driver's license)
 - e. Pay stub showing employer's name and your name and address
 - f. Local, state or federal agency correspondence (Social Security, Medicaid, DSS, IRS, SNAP, SC state or Federal student loans, court documents, etc.) which include 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:

1. The **parent/guardian** must provide the required affidavit.
2. 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.
3. **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.
4. **The parent/guardian** must provide two documents from the official mail document list above showing their name at that address.

Please note, your child will not be enrolled for the 2022-2022 school year without this required documentation. Should you have any questions concerning this matter, please contact Joy Nicely at 843-953-2906 or joy_nicely@charleston.k12.sc.us Thank you for your cooperation with this process.

Sincerely,

Anna E. Dassing, Principal

Notaries will be available for rising 9th grade parents during registration at Moultrie on February 23 and at Laing on February 24. We will have notaries available at Lucy Beckham High School during the following times:

- Any school day during the 2021-2022 school year between 1:00 PM and 2:30 PM
- February 15, 2022 from 5:30 PM to 7:00 PM during the Curriculum Fair
- February 17, 2022 from 5:30 PM to 7:00 PM during the College Fair
- April 21, 2022 from 5:30 PM to 7:00 PM
- May 19, 2022 from 5:30 PM to 7:00 PM
- June 7, 2022 from 8:30 AM to 3:00 PM