

## 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**