



Proof of Residence Requirements

The proof of residence process must be completed and renewed annually. If your family lives in the household of another family, the following pages must be completed and submitted to your child's school.

Homeowner/Lessee Proof of Residence Requirement

(Proof of address documentation must **NOT** be older than 30 days when presented)

Provide one from this list:	AND	Provide one from this list:
Lease agreement (all pages)		Electric/ Gas bill
Mortgage statement		Water/Sewer bill
If home is paid off, tax notice or title deed		Cable/Satellite bill
If you just closed, Signed Closing Disclosure		Landline phone
		Internet

Required Documentation from Parent/Legal Guardian

- State or federally issued identification card
- Student's birth certificate or acceptable document to prove age
- Student's valid South Carolina Certificate of Immunization
- Student's previous report card and/or withdrawal form from prior school
- Proof of residence in the parent's name (see below)

Parent/Legal Guardian Proof of Residence Requirement

(Proof of address documentation must **NOT** be older than 30 days when presented and **TWO** credible pieces of mail are required). Some suggestions are below.

State/Federal Supported Services (DSS, SCDMV mail—not driver's license, SC Dept. of Employment & Workforce Social Security Administration, SC Student Loan, SC Child Support Enforcement Division)	
Paycheck stub	Car insurance
Bank statement	Cell phone bill
Medical bill	Credit card bill

You will have 30 days to provide proof of residence unless your move occurred more than 30 days prior to enrollment. Proof of residence may be requested every nine weeks (quarterly) or as needed. Parents/guardians may also be required to provide proof that they are no longer residing at their previous address. Acceptable proof includes, but is not limited to, a letter from the previous landlord (notarized or on company letterhead) or cancellation of utility services notice.

If you have any questions regarding these address verification requirements, please contact the school office serving your current address.

Acknowledgment:

I understand and agree to provide the required documentation for address verification. I also acknowledge that Richland One may request updated proof of residence at any time, for any reason, at its discretion.

Signature of Parent/Guardian

Date

