



Acceptable Documentation for Address Verification

PARENT OR LEGAL GUARDIAN:

THREE (3) PROOFS OF RESIDENCY ARE REQUIRED IN ORDER FOR YOUR CHILD TO ATTEND RICHLAND SCHOOL DISTRICT TWO (RSD2).

ALL DOCUMENTATION PRESENTED MUST SHOW THE CURRENT MONTH'S DATE AND THE PARENT OR LEGAL GUARDIAN'S NAME.

ACCEPTABLE ADDRESS VERIFICATION DOCUMENTATION FROM THE PROPERTY OWNER:

- Electric Bill
 - Water Bill
 - Land Line Phone Bill
 - Current Rental Lease (Complete copy, listing all occupants) or Real Estate Purchase Contract
 - Cable Bill/Satellite Bill
- ❖ A state or federally issued ID will be required from the parent or legal guardian for identification purposes only. IDs cannot be accepted as documentation for address verification. Example: Driver's License

FAMILY THAT HAS RECENTLY MOVED:

1. IF YOU MOVED RECENTLY AND ARE UNABLE TO PROVIDE THE THREE PROOFS OF RESIDENCY, YOU WILL BE REQUIRED TO PROVIDE A RENTAL LEASE OR REAL ESTATE PURCHASE CONTRACT.
2. YOU WILL BE GIVEN 30 DAYS TO PROVIDE THE TWO REMAINING DOCUMENTS REQUIRED. IF FAMILY HAS BEEN THERE OVER 30 DAYS, PROOF SHOULD BE PROVIDED IMMEDIATELY.

FAMILY LIVING WITH ANOTHER FAMILY:

1. THE PERSON THAT OWNS OR RENTS THE PROPERTY IN WHICH YOU ARE RESIDING MUST GET A RESIDENCY AFFIDAVIT FORM (WHICH RSD2 WILL PROVIDE) NOTARIZED, ATTESTING TO THE FACT THAT YOU AND YOUR FAMILY ARE CURRENTLY RESIDING WITH THE LEGAL RESIDENT.
 - THE PERSON THAT OWNS OR RENTS THE PROPERTY MUST PROVIDE THREE ACCEPTABLE PIECES OF DOCUMENTATION FROM THE ABOVE LIST, WHICH VERIFIES THEIR CONNECTION TO THE PROPERTY.
2. YOU, AS THE PARENT OR LEGAL GUARDIAN, MUST ALSO GET A RESIDENCY AFFIDAVIT FORM (WHICH RSD2 WILL PROVIDE) NOTARIZED, ATTESTING TO THE FACT THAT ALL CURRENT DOCUMENTATION FOR ADDRESS VERIFICATION PRESENTED IS TRUE AND ACCURATE.
 - WITHIN 30 DAYS, YOU, AS THE PARENT OR LEGAL GUARDIAN, WILL BE REQUIRED TO PROVIDE TO THE SCHOOL THREE CURRENT PIECES OF MISCELLANEOUS MAIL (SEE ATTACHED) IN YOUR NAME THAT SHOW THE ADDRESS OF THE PERSON WITH WHOM YOUR FAMILY RESIDES. JUNK MAIL IS NOT ACCEPTABLE. ACCEPTABLE PIECES OF MAIL ARE: 1) PAYCHECK 2) CAR INSURANCE 3) MEDICAL INSURANCE INFORMATION 4) STATE SUPPORTED SERVICES.
 - PROOF MUST BE PROVIDED EVERY 9 WEEKS/QUARTERLY.

If you have any questions regarding the above address verification requirements, please contact the school office that serves your current resident address.

I understand and agree to the terms listed in providing the documentation for address verification. I also understand that documentation for address verification can be requested for any reason, and will be at the discretion of Richland School District Two.

Date

Signature of Parent or Legal Guardian



Residency Declaration Affidavit

Property/Lessee Owner

Residency Declaration Affidavit

(To be completed by Property Owner or Lessee)

Please include a copy of your purchase/lease agreement or deed

I, _____, certify that I am the owner of the residence/apartment located at _____.

I further certify that _____ has established permanent or temporary residence in the aforementioned residence/apartment and, to the best of my knowledge, is not maintaining a separate residence elsewhere. The following children and adults live in my household:

All Adults in Household

All Children in Household

I understand that if it is found that I have willfully and knowingly provided false information in this affidavit to enroll a child in a school district for which the child is not eligible, I may be found guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed two hundred dollars or imprisoned for not more than thirty days and also must be required to pay Richland School District Two an amount equal to the cost to the district for educating the child during the period of enrollment. Current tuition costs are \$4,108.00 (2008 - 2009) per student, per year, or for any portion thereof.

I agree that Richland School District Two may utilize all reasonable and appropriate means it has at its disposal to verify my resident address, and confirm that this affidavit is true and accurate.

Date

Signature of Property or Lease Owner

State of South Carolina
County of Richland

Sworn to before me and subscribed in my presence this _____ day of _____, 20__.

(Seal)

Notary Public
My Commission Expires _____



Residency Declaration Affidavit

Parent / Legal Guardian

Residency Declaration Affidavit

(To be completed by Parent or Legal Guardian)

I, _____, certify that I am the custodial parent/legal guardian of _____

and that I have established my permanent or temporary residency at _____

_____.

I also agree that if I move, I will notify Richland School District Two immediately with my new residence information.

I understand that if it is found that I have willfully and knowingly provided false information in this affidavit to enroll a child in a school district for which the child is not eligible, I may be found guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed two hundred dollars or imprisoned for not more than thirty days and also must be required to pay Richland School District Two an amount equal to the cost to the district for educating the child during the period of enrollment. I also understand that I will be required to withdraw the student(s) immediately, and that I must enroll him/her in the school district that serves my true residential address. Current tuition costs are \$4,108.00 (2008-2009) per student, per year, or for any portion thereof.

I agree that Richland School District Two may utilize all reasonable and appropriate means it has at its disposal to verify my resident address, and confirm that this affidavit is true and accurate.

Date

Signature of Parent or Legal Guardian

Date

Signature of Parent or Legal Guardian

State of South Carolina
County of Richland

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

(Seal)

Notary Public
My Commission Expires _____