

# Charleston > excellence is our standard County SCHOOL DISTRICT

## Address Verification Documentation Requirements

Dear Parents or Guardians:

Registration and re-enrollment for the coming school year (2015-2016) will soon be upon us. The purpose of this letter is to remind you of your responsibility to provide us with documents verifying your residency. Because we are a magnet school, there are address verification requirements that our Board of Trustees have mandated. There are **three** documents that must be contained in each of your child's files:

1. A signed and notarized affidavit (the affidavit cannot be altered in any way). We will have a notary at the school to have the affidavit notarized. Please don't sign the form until you arrive at the school.
2. A current lease if your residence is rented or current property tax bill (not auto) if the residence in which you live is owned.
3. **One** of the following documents:
  - a. water bill
  - b. electric bill
  - c. phone bill (not cell phone)
  - d. cable bill, car registration (not driver's license)
  - e. pay stub showing employer's name and your name and address, local state
  - f. federal agency correspondence (Social Security, Medicaid, DSS, IRS, food stamps, court documents, etc.) that reflects your name and address

**All** of these documents must have the name, address, and date on them. The name and address on these documents **must match** the name and address on the Affidavit.

If the parent/guardian or other responsible person and the student live with someone else in their home, the following must be provided:

- The **parent/guardian** or responsible person must provide the required Affidavit.
- In addition, **the person with whom the parent/guardian and the student are living** must provide a signed, notarized and dated statement (or fill in and sign the bottom backside of the Affidavit) verifying the address and that the parent/guardian or responsible person and the student are domiciled at the stated address.
- **The person with whom the parent/guardian and student are living** must provide the required document from categories 2 and 3. The **parent/guardian** must provide two documents from category 3 showing their name at that address.

All documents (except property tax which must be the most current available) must be dated **May 2015 or after**.

Your child's domicile **must be verified by our staff by August 3, 2015**. If not, students are invited back to their home school. There will be no exceptions to this policy. Please be prepared to leave the documents for the files. Please see the schedule for residency verification on the back of this document.

Should you have any questions concerning this matter, please contact the appropriate Assistant Principal listed below.

**Middle School:** Robert Grant at 843-529-4990, ext. 66361 or email at [Robert\\_grant@charleston.k12.sc.us](mailto:Robert_grant@charleston.k12.sc.us)

**High School:** Dr. Robert Perrineau at 843-529-4990, ext 66360 or email at [robert\\_perrineau@charleston.k12.sc.us](mailto:robert_perrineau@charleston.k12.sc.us)

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RESIDENCY VERIFICATION/LEGAL RESIDENCE ASSESSMENT

STATE OF SOUTH CAROLINA )  
 ) AFFIDAVIT OF A STUDENT'S DOMICILE  
COUNTY OF CHARLESTON )

PENALTIES FOR PROVIDING FALSE INFORMATION

This affidavit is made under penalty of perjury. I acknowledge that if I provide false information about where a student lives, I can be prosecuted for perjury.

In addition, S.C. Code 59-63-32 states (emphasis added):

- (D) If it is found that information contained in the affidavit is false, the child must be removed from the school after notice and an opportunity to appeal the removal pursuant to the appropriate district grievance policy.
- (E) If it is found that a person willfully and knowingly has provided false information in the affidavit To enroll a child in a school district for which the child is not eligible, the maker of the false affidavit is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed two hundred dollars or imprisoned for not more than 30 days and must also be required to pay to the school district an amount equal to the cost to the district of educating the child during the period of enrollment. Repayment does not include funds paid by the state.

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- 1. I am \_\_\_\_\_ PARENT/GUARDIAN and it is my signature that appears below.  
(NAME)  
I am \_\_\_\_\_ PARENT/GUARDIAN and it is my signature that appears below.  
(NAME)
- 2. I make this affidavit based upon my own personal knowledge, and if called upon, I believe I would be deemed competent to testify to the facts and beliefs set forth in this affidavit.
- 3. I am aware of the penalties to myself and to the student for providing false information in this affidavit.
- 4. I am an adult responsible for the care and well being of the following student(s):  
\_\_\_\_\_
- 5. As of the date I have signed this affidavit that student for whom I am responsible actually lives at the following address: \_\_\_\_\_

6. Under penalty of perjury, I certify that, as primary caregiver of my applicant child:
- (a) the residence which is the subject of this application is my legal residence and my domicile, the place where I and the student actually live at the time of this application and that I do not claim to be a legal resident of a jurisdiction other than Charleston County, South Carolina for any other purposes; and
  - (b) that neither I nor any other member of my household (that is: the owner-occupant's or lessor-occupant's spouse, except when that spouse is legally separated from the owner/lessor occupant and any child of the owner/lessor-occupant claimed or eligible to be claimed as a dependent on the owner/lessor-occupant's federal income tax return) is residing in or occupying any other residence which I, or any member of my immediate family, has qualified for legal residency.
7. I acknowledge that if a challenge is made to the truthfulness of information I provide that additional Information may be required of me.
8. Further, affiant sayeth not,

\_\_\_\_\_  
Signature of affiant

\_\_\_\_\_  
Printed name of affiant

\_\_\_\_\_  
Signature of affiant

\_\_\_\_\_  
Printed name of affiant

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public for South Carolina

My commission expires: \_\_\_\_\_

**HEAD OF HOUSEHOLD OTHER THAN PARENT/GUARDIAN**

I am the head of household/lessor of \_\_\_\_\_ and  
(Address)

\_\_\_\_\_  
Name(s) of Students

reside with me. Attached is a copy of our lease or property tax bill. Also, attached is a copy of our documents from Category B and Category C.

\_\_\_\_\_  
Print Name and Sign

\_\_\_\_\_  
Relationship