

Residence Verification Instructions:

There are three documents that must be returned for your child's file:

1) Signed and Notarized Residence Affidavit:

- The residence affidavit cannot be altered in any way.
- This original document must be turned in at the school front office or mailed by US postal mail, UPS, or Fedex.
- A copy of the notarized document cannot be accepted.
- Form can be notarized at your bank or a public library.

Residence Affidavit Link - [Click here to download residence form](#)

2) Category I Document:

- Rented property: provide a current signed lease(all pages).
- Owned residence: a current property tax bill (not auto), a mortgage statement or Hud-1 settlement statement can be accepted.

3) Category II Document:

One of the following documents for official mail verification: (Statement date must be on or after April 15, 2021)

- Electric, Gas, or Water bill
- Phone bill (not cell phone)
- Cable Bill
- Car registration (not driver's license)
- Pay stub showing employer's name and your name and address
- Local, state, or federal agency correspondence (Social Security, Medicaid, DSS, IRS, SNAP, SC State or Federal documents, etc.,) Envelopes are not acceptable.

Special Circumstances:

For a parent and student who do not rent or own their home and live with someone else in their home, each of the following must be provided:

- The parent/guardian must provide the required notarized affidavit.
 - The person with whom the parent/guardian and student are living must complete the bottom of page 2 on the affidavit under 'Head of Household Other Than Parent/Guardian' in front of a notary.
 - The parent/guardian must turn in two documents from Category II above.
 - The person who signs as Head of Household must provide one document from Category I and one document from Category II.
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