

## Dorchester School District Two Residency Checklist

### STANDARD PROOF OF RESIDENCE

\*Approval given at the school level

Acceptable proof would be one of the following:

- Current utility bill which includes a service address in the parent/guardian's name
  - Verification of application for utility service in the parent/guardian's name
  - Current property tax bill with parent/guardian's name and address
  - Current mortgage/lease agreement with parent/guardian's name and address.
- (Current utility bill which includes a service address in the parent/guardian's name must be provided within 30 days)

### AFFIDAVIT OF A STUDENT'S DOMICILE

\*Approval given at school level with required documentation

- Notarized *Affidavit of a Student's Domicile Form*

**Head of Household/Owner/Lessor** – Both of the two (2) following items, with matching address

- Copy of lease or a current property tax bill/receipt (may be printed from the Dorchester County website)
- Current utility bill with matching service address

**Parent/Guardian**

- Driver's License/South Carolina Identification Card or Vehicle Registration with matching address

**And one (1) of the following:**

- Pay Stub (Must show employer's name, current pay period and the name/address of the parent/guardian)
- Local, State or Federal agency correspondence that reflects the name and address of parent/guardian (Social Security, Medicaid, DSS, IRS, Food Stamps, Court Documents, etc.)

### NEW HOME CONTRACT

\*Approval at the school level if the closing date or occupancy date is before the 45<sup>th</sup> day of school

\*If the closing date or occupancy date is after the 45<sup>th</sup> day of school, the school would collect the required information and forward it to the District Office

- Special Situation Enrollment Form* with Closing/Occupancy Date
- Copy of the New Home Contract with Closing/Occupancy Date
- Utility bill which includes a service address in the parent/guardian's name must be provided within 30 days of occupancy

### RECENTLY MOVED WITH PROOF OF RESIDENCE

\*Approval at the school level

- Standard *Proof of Residence*

### RECENTLY MOVED REQUESTING TO REMAIN IN ORIGINAL SCHOOL

\*School collects information and forwards the information to the District Office

- In-District Transfer Request*
- Standard Proof of Residence

### GUARDIANSHIP/CUSTODY

\*Approval at School Level

- Court Order Signed by a Judge
- Standard Proof of Residence

### GUARDIANSHIP/CUSTODY SPECIAL CIRCUMSTANCES

\*An appointment needs be scheduled with the principal/administrator of the school.

- Guardianship Affidavit*
- Military Orders (if applicable)
- Power of Attorney and/or Notarized Statement from Parent/Legal Guardian
- Special Situation Enrollment Form
- Standard Proof of Residence