

# Residency Verification Requirements for Attendance in Spartanburg County District Four Schools

All students in Spartanburg County District Four are required to verify residency annually. Please read below for instructions on how to submit the required information based on which scenario fits your child(ren) best.

**Scenario 1:** If you rented or owned a residence in Spartanburg County District Four during the 2022-23 school year and continue to reside at same address....

**Action Needed:** Submit a current bill (within the last 30 days) in person or email to [residency@spartanburg4.org](mailto:residency@spartanburg4.org). Acceptable documents include a power bill, sewer bill, property tax receipt, water bill, gas bill, motor vehicle registration, homeowners' insurance statement or mortgage statement.

*(When submitting your information, please make sure to list the legal name of each child attending, their assigned grade level for this academic year, and their date of birth.)*

**Scenario 2:** If you owned a residence in Spartanburg County District Four during the 2022-23 school year and now own a different residence for the 2023-24 school year....

**Action Needed:** Submit a current bill (within the last 30 days) in person or email to [residency@spartanburg4.org](mailto:residency@spartanburg4.org). Acceptable documents include a power bill, sewer bill, property tax receipt, water bill, gas bill, motor vehicle registration, homeowners' insurance statement or mortgage statement.

*(When submitting your information, please make sure to list the legal name of each child attending, their assigned grade level for this academic year, and their date of birth.)*

**Scenario 3:** If you are renting a residence in Spartanburg County District Four during the 2023-24 school year....

**Action Needed:**

1. Submit a rental or lease agreement in person or email to [residency@spartanburg4.org](mailto:residency@spartanburg4.org) that includes the parent or legal guardian's name, the children's names, and have a signature from the owner of the home or leasing/rental agency. *(If a rental or lease agreement is not available, please complete the Affidavit of Residence for Spartanburg Four which are available at the District Office or on the Spartanburg Four website.)*
2. Submit a current bill (within the last 30 days) in person or email to [residency@spartanburg4.org](mailto:residency@spartanburg4.org). Acceptable documents include a power bill, sewer bill, property tax receipt, water bill, gas bill, motor vehicle registration, homeowners' insurance statement or mortgage statement.

*(When submitting your information, please make sure to list the legal name of each child attending, their assigned grade level for this academic year, and their date of birth.)*

**Scenario 4:** If you are building a residence in Spartanburg County District Four and it will be completed by the end of October, you may enroll in Spartanburg County District Four....

**Action Needed:** Submit a copy in person or email to [residency@spartanburg4.org](mailto:residency@spartanburg4.org) of the contract with the approximate completion date signed by the builder.

*(When submitting your information, please make sure to list the legal name of each child attending, their assigned grade level for this academic year, and their date of birth.)*

*\*\*Bills should be opened in order to view the service address.*

*\*\*For in-person help with residency issues, you may call the Spartanburg County District Four Administrative Office at (864) 476-3186 to schedule an appointment.*