



Beaufort County School District

Proof of Residency for the 2023 - 2024 School Year

Beaufort County School District (BCSD) requires proof of residency of all students every school year. Proof of residency must be provided for a student's enrollment to be complete. The intent of this process is to verify that students attend the school based on where they reside. You must provide documentation showing that you live at the address in accordance with Federal, State, and District guidelines. If your address changes, you must notify the school within 30 calendar days.

Student's Name: _____ School: _____ DOB: ___/___/_____

I, _____, am the parent/legal guardian of the students listed above.
(Parent/Guardian Name)

The student listed above resides with me at _____.
(Street, City & Zip)

Length of time at the address listed _____.
(Years and months)

BCSD does not discriminate in admission to school on the basis of race, color, national origin, religion, sex, disability, immigrant status, English-speaking status, or any other characteristic protected by applicable federal and state law.

BCSD will admit all children who live in the District, provided that the child lives with his/her parent, legal guardian, or foster parent.

A residence is that place where one has established his/her home and where one is habitually present, and to which, when one departs, he/she intends to return. Merely superficial residence in the BCSD, obtained for the sole or primary purpose of taking advantage of BCSD facilities, will not entitle the child in question to school attendance privileges.

You must provide documentation for both sections 1 and 2 as well as complete section 3

Section 1	
You must provide one (1) of the following documents. The document must show and match the parent/guardian and address listed above. If you are unable to provide one of the following documents, request the Alternate Proof of Residency Application.	
Document	Details
Real Estate Tax Bill	Must be the most recent bill.
Signed Lease	Dated within 1 year of the first day of attendance.
Military Housing Letter	
Section 8 Letter	
Please check and attach copies of the documents above. You should black out account and social security numbers on the documents. All documents must be current and show the name and address of the parent(s)/ guardian(s). Envelopes will not be accepted.	
Notice: Parent/Guardians will be given 30 days to provide documentation of residency from the date of enrollment. A home visit may be conducted by the school's social worker or other school official if documentation is not provided within 30 days.	
If it is found that a parent/guardian is knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district, the adult can be prosecuted for providing false information, a misdemeanor with a penalty of up to \$200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.	

Section 2

You must provide one (1) of the following documents. The document must show and match the parent/guardian and address listed above. If you are unable to provide one of the following documents, request the Alternate Proof of Residency Application.

Document	Details/Examples
Utility Bill	Gas, Electric, Water/Sewer (Within last 60 days)
Phone Bill (Landline only)	Within last 60 days (Cell phone bills will not be accepted)
Cable Bill	Within last 60 days
Current Car Insurance declaration page	Must be an active policy
Current Home or Renters insurance declaration page	Must be an active policy
Vehicle Registration	Must be for current period

Please check and attach copies of the documents above. You should black out account and social security numbers on the documents. **All documents must be current and show the name and address of the parent(s)/ guardian(s).** Envelopes will not be accepted.

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Section 3

Affirmation and Warning

Please read the following statements and **initial each.**

_____ I understand that if I change my residence that I must inform the school within 30 calendar days.

_____ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

_____ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district, the adult can be prosecuted for providing false information, **a misdemeanor with a penalty of up to \$200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.**

_____ I understand that I will be liable for payment of tuition, fees and all other applicable fines if I knowingly enroll or attempt to enroll a child in the school of a school district on a tuition- free basis when I know the child to be a nonresident of the school district, unless the nonresident has a lawful right to attend.

_____/_____/_____ _____ _____
Date **Parent/ Guardian (Print Name)** **Parent/ Guardian (Signature)**

FOR OFFICE USE ONLY

Was an acceptable document submitted for Section 1? **Yes** **No**
 If no, was the Alternate Proof of Residency Application supplied to the parent/guardian? **Yes** **No**

Was an acceptable document submitted for Section 2? **Yes** **No**
 If no, was the Alternate Proof of Residency Application supplied to the parent/guardian? **Yes** **No**

Was Section 3 completed including the parent/guardian signature? **Yes** **No**

_____/_____/_____ _____ _____
Date **Enrollment Personnel (Print Name)** **Enrollment Personnel (Signature)**

Form Complete **Form Incomplete**