



## REQUIREMENTS FOR EACH TRANSFER TYPE

### ADMINISTRATIVE

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- If applicable, Special Education classification, IEP, and/or 504 Plan
- Letter from the parent/legal guardian explaining the situation in complete detail
- Written recommendation from a licensed professional. Must support the situation stated in the parent's letter.
- If applicable, supporting documents, such as, photos and/or police or medical reports.

### CHILDCARE

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- Childcare affidavit (available online)
- Letter on letterhead verifying M-F work/school schedule from the employer/school of all of the adults who are responsible for the student on the application
- If the transfer request is due to a disability, medical verification must be provided.

### EMPLOYEE OPTION

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- Proof of Employment
  - Latest check stub or employment contract
- **If the residence is out-of-district, a Letter of Release from the residential district is required.**

### EMPLOYEE OPTION RENEWAL

- Completed online application
- Valid, state-issued driver's license/ID
- Proof of Employment:
  - Latest check stub or employment contract
- **If the residence is out-of-district, a Letter of Release from the residential district is required.**

### HIGH SCHOOL SENIOR

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- **If the residence is out-of-district:**
  - Letter of release from the residential district is required.
  - A written request to the board may be required. If so, you will be notified by Registrar's Office. In the request a partial or full waiver of tuition may be included.

### PLEASE NOTE:

**\*ALL DOCUMENTS MUST BE UPLOADED INTO YOUR APPLICATION BEFORE SUBMITTING IT.**

**\*APPLICATIONS WITH MISSING DOCUMENTS ARE CONSIDERED INCOMPLETE.**

**\*INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**

Updated 2/2023

**FOR MORE INFORMATION ABOUT OUT-OF-ZONE SCHOOL TRANSFERS,  
OR TO COMPLETE THE ONLINE APPLICATION, PLEASE VISIT:  
[WWW.RICHLANDONE.ORG/TRANSFERS](http://WWW.RICHLANDONE.ORG/TRANSFERS)**

1310 LYON STREET, COLUMBIA, SC, 29204  
OFFICE: (803) 231-6944  
FAX: (803) 231-6949  
EMAIL: [REGISTRAR@RICHLANDONE.ORG](mailto:REGISTRAR@RICHLANDONE.ORG)



# **R1** RICHLAND ONE REGISTRAR'S OFFICE

## **REQUIREMENTS FOR EACH TRANSFER TYPE**

### **OUT-OF-DISTRICT ACCEPTANCE**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- Student's deed for the property they own within the district or tuition paid upfront
- Letter of release from the residential district
- If applicable, Special Education classification, IEP, 504 Plan, and/or any other supporting documents

### **OUT-OF-DISTRICT RELEASE**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of why the release is being requested may be required
- **Employees of other school districts must use their work email.**

### **PROGRAMMATIC / UNIQUE OFFERINGS**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- **If the student is not currently enrolled at a Richland One School, a transcript is required.**

### **REMAINDER OF THE SCHOOL YEAR**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- **If the residence is out-of-district, a Letter of Release from the residential district is required.**

### **SEVERE HARDSHIP**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- If applicable, Special Education classification, IEP, and/or 504 Plan
- Letter from the parent/legal guardian explaining the hardship in complete detail
- Written recommendation from a licensed professional
  - \*The recommendation must support the complaint of the hardship situation. If applicable, supporting documents, such as, photos and/or police or medical reports.

### **SIBLING EXCEPTION**

- Completed online application
- Valid, state-issued driver's license/ID
- Student's full-sized birth certificate
- Proof of Residence (must provide both)
  - Lease or proof of mortgage
  - Utility bill
- Residents who share housing must follow the Shared Housing Affidavit requirements.
- Proof of the original sibling's approval or placement at the requested school

**FOR MORE INFORMATION ABOUT OUT-OF-ZONE SCHOOL TRANSFERS,  
OR TO COMPLETE THE ONLINE APPLICATION, PLEASE VISIT:  
[WWW.RICHLANDONE.ORG/TRANSFERS](http://WWW.RICHLANDONE.ORG/TRANSFERS)**

1310 LYON STREET, COLUMBIA, SC, 29204  
OFFICE: (803) 231-6944  
FAX: (803) 231-6949  
EMAIL: [REGISTRAR@RICHLANDONE.ORG](mailto:REGISTRAR@RICHLANDONE.ORG)

Updated 2/2023