



Acceptable Documentation for Address Verification

PROOF OF RESIDENCY MUST BE DONE ANNUALLY.

Parent or Legal Guardian:

THREE (3) Proofs of Residency are required in order for your child to attend Lexington/Richland School District Five (LRSD5). Proof of residency will be done yearly for all students.

All documentation presented must show THE **CURRENT MONTH'S DATE** and **The PROPERTY OWNER'S NAME** OR the **PARENT/GUARDIAN'S NAME**.

Acceptable documentation includes: (One Required)

- Property Tax Bill for the permanent residence
- Rental Lease (complete copy, listing all occupants) - **MUST HAVE LANDLORD'S & TENNANT'S SIGNATURES**
- Real Estate Closing Documents (where applicable)

Additional documents include: (Two Required)

- Vehicle Tax Registration
- Voter Registration
- Electric Bill
- Water Bill
- Telephone Bill
- Cable/Satellite Bill

A **driver's license** will be required from the **property owner** and **parent/legal guardian** for **identification purposes only**. **IDs cannot be accepted as documentation for address verification.**

FAMILIES THAT HAVE RECENTLY MOVED:

1. If you have recently moved and are unable to provide the **two additional required documents** listed above, you must, to a minimum provide a **Rental Lease** or **Real Estate Closing Document**.
2. You will then be given **45 days from enrollment** to provide the remaining documents as required. If the family has resided in the home for more than 45 days, proof should be provided immediately.

AFFIDAVITS ARE FOR FAMILIES LIVING WITH ANOTHER FAMILY:

1. The person that owns or rents the property in which you are residing must complete a **Residency Affidavit Form** (which LRSD5 will provide) notarized, attesting to the fact that you and your family are currently residing with the legal resident.

The person that owns or rents the property must provide **THREE** acceptable pieces of documentation **from the above list**, which verifies their connection to THE PROPERTY.

2. You, as the **parent or legal guardian**, must also get a **Residency Affidavit Form** (which LRSD5 will provide) notarized, attesting to the fact that all current documentation for address verification presented is true and accurate.

Within 45 days of enrollment, **you, as the parent or legal guardian**, will be required to provide **two documents of mail** in your name that show the address of the person with whom your family resides. Acceptable documents are: 1) *paycheck stub* 2) *W-2 statement* 3) *car insurance* 4) *bank statement* 5) *state supported services* 6) *voters registration card* 7) *vehicle tax registration*.

Junk mail is not acceptable

I understand and agree to the terms listed in providing the documentation for address verification. I also understand that documentation for address verification can be requested for any reason, and will be at the discretion of Lexington/Richland School District Five.

Parent/Guardian Signature

Date



Lexington/Richland School District Five

General Consent Form

I hereby authorize Lexington/Richland School District Five, to verify my address for the purpose of enrolling the child(ren) or so they may remain enrolled. I further authorize the following specific establishments, but do not limit the authorization to release information from these companies: Dominion Energy, Mid-Carolina Electric, City of Columbia, AT&T, Spectrum Cable, etc.

The information obtained by Lexington/Richland School District Five is only to be used by Lexington/Richland School District Five for verification purposes.

A photographic or FAX copy of this authorization may be deemed to be equivalent of the original and may be used as a duplicate original.

Your prompt reply is appreciated.

Resident	Date
Resident	Date
Resident	Date



RESIDENCY DECLARATION AFFIDAVIT Parent/Legal Guardian

I, _____, certify that I am the custodial parent/legal guardian
of _____
and that I have established my permanent or temporary residence at _____
_____.

I also agree that if I move, I will notify Lexington/Richland School District Five within **10 business days** of my new residence information.

Lexington/Richland School District Five will investigate and/or act upon all reports of alleged falsified documentation used as proof of residence. The district will also initiate random checks to verify addresses throughout the school year. Should any information presented by the parent/legal guardian or the district resident prove to be false, the student will be immediately **withdrawn.** Further, federal privacy laws prohibit disclosures of actions taken by the district and therefore will not be reported to the general public, or to those providing reports of false information. Members of the community who have questions or concerns about tax registrations of local residents should direct their concerns to the appropriate county auditor's office.

I confirm that all of the information herein is true and accurate.

Signature of parent/legal guardian

Date

Signature of parent/legal guardian

Date

State of South Carolina

County of _____

SWORN to before me and subscribed in my presence before me this

_____ day of _____, _____.

Notary Public for South Carolina

(Seal)

My commission expires: _____