



Anderson School District 4

Enrollment Procedures and Requirements

GENERAL REQUIREMENTS

- ★ Complete all school level registration documents, and arrange an appointment with the school you are zoned for. We do not have open enrollment.
- ★ Bring any documents from the school the child attended prior to Anderson 4 that may assist with placement
- ★ Documents must have the parent/ guardian name, address, and date
- ★ Documents must be dated within **30 DAYS OF ENROLLMENT** unless otherwise directed
- ★ Documents must be opened; **UNOPENED ENVELOPES ARE NOT ACCEPTABLE**
- ★ Display of **P.O. BOX ADDRESS IS UNACCEPTABLE**
- ★ Administration and SRO will verify residency with home visits (to see physical space in the home)
- ★ Students attending on affidavit must maintain satisfactory scholastic record and must meet district code of conduct and behavior

Residence Verification Documents

★ **If the property is owned/ rented**, a copy of two of the following is required (SCDL will not suffice):

- Electric or gas bill
- Water bill
- Landline phone bill (NOT cell phone)
- Cable bill
- Mortgage statement or lease agreement
- Internet service provider
 - Trash pickup, car and property taxes, pest control are not acceptable

★ **If the property is rented**, a copy of the signed and dated lease is required

- **If a lease was not provided or required by the property owner at the time of occupancy**, a signed, notarized, and dated statement from property owner verifying that the parent/guardian and the student are domiciled at the stated address is required
- **If the lease has expired or will expire before the first day of attendance**, an updated lease or a signed, notarized, and dated statement from the property owner verifying that the parent/guardian and the student are domiciled at the stated address is required

★ **If the property is being purchased or being built**, a copy of the ratified contract for sale with the date of closing (within 90 days) including the buyer and seller, or a copy of the ratified contract for construction

Families Using Affidavits

- ★ Must have the student's name, the parent/ guardians full name, and the address
- ★ Must be signed in the presence of a notary and include the notary's signature and commission expiration date (a notary's seal is optional)
- ★ Must be completed for the current school year, and is only good for the current school year
- ★ Can not be altered in any way
- ★ Can not be notarized by a family member
- ★ Both parties must be present at the school to enroll student on affidavit, and provide drivers license
- ★ If enrolling at multiple schools, all documents and processes must be provided at each school