



SACHEL FORD ELEMENTARY 2019-2020 ADDRESS VERIFICATION

For the upcoming 2019-2020 school year, Satchel Ford will be requiring **all** returning students to provide proof of residency documents. Per Richland One Policy, two proofs of residency in the parent's name are required to remain enrolled at SFES. Below are acceptable forms of proof:

1. Mortgage/Lease Statement

And

2. One of these required: Cable, Water, or Electric Bill; Property Tax Invoice; Car Registration; W-2; Pay Stub

Richland One Policy requires families under Shared Housing to renew their application yearly. Please note that the application **must be completed in its entirety and all corresponding documentation must be provided** in order to remain enrolled at SFES. A copy of the application can be obtained from the front office beginning June 5th.

All proof of residency documents can be delivered to the school three ways:

1. Bring Into Front Office – Hours 8:00am-3:00pm
2. Fax – 803-738-7218
3. Email – sarah.assaley@richlandone.org

To ensure continued enrollment at SFES, please have documents returned to Satchel Ford by **July 12, 2019**. If you have any questions, please contact Sarah Assaley at 803-738-7209.