

1. Students must reside in Richland District Two with their parent(s) or legal guardian(s) to be eligible for enrollment. Parents can begin the enrollment process for new students by using the [New Student Enrollment system](#).
2. All K-12 students enrolling into Richland Two schools are required to provide the following:

One from this list:

Two separate items from this list:

- Signed Lease Agreement
- Proof of Mortgage
- HUD-1 Settlement Statement (Only if closed in the last 30 days)
- Gas and/or Electric Bill
- Water and/or Sewer Bill
- Cable and/or Satellite Bill
- Internet Bill
- Phone Landline Bill

Note: Paper and downloaded billing statements may be accepted

All documentation must be presented to the school and **must show the current month's date and the parent or legal guardian's name including downloaded billing statements**. When a family currently living in Richland Two moves to another home in the District, the move will be viewed as a new enrollment; thus, the family will be required to submit three new documents verifying residency.

A state or federally issued identification card is required from the parent or legal guardian for identification purposes only. Identification cards are not accepted as documentation for address verification.

3. A full-sized original birth certificate must be presented for all kindergartners, first graders and students new to Richland School District Two prior to their enrollment.
 - To be eligible for enrollment, kindergarten students must be five years old on or before September 1, and first graders must be six years old on or before September 1.

- To be eligible for our 4-year-old programs, a child must be four years old on or before September 1. Hospital birth reports are not acceptable for this purpose. If necessary, duplicate birth certificates can be obtained from the [South Carolina Department of Health and Environmental Control, Vital Records and Public Health Statistics Division](#) at 2600 Bull Street, Columbia, S.C., or a similar agency in the child's state of birth.
4. A valid South Carolina Certificate of Immunization must be presented for all students prior to their enrollment. Certificates of Immunization can be obtained from the Richland County Health Department at 2000 Hampton Street, Columbia, S.C. (please take your shot records) or from your private physician. Immunization information is listed on the link, [Required Immunizations for School and Day Care Attendance](#).
 5. A previous report card and/or withdrawal form from the school the student is leaving is required for enrollment.
 6. In guardianship cases, a copy of the court-approved document establishing the guardian relationship must be filed at the school the student is attending. Enrollment will not be permitted until the appropriate guardianship has been established and the document is on file.
 7. Students must attend the school that serves their legal residence unless the student has been approved in the School Choice program or has a District approved transfer.
 8. Fees and additional requirements are applicable at each school. Please contact the individual school that your child is scheduled to attend for more information.