



REQUIREMENTS FOR EACH TRANSFER TYPE

ADMINISTRATIVE

- Completed online application
- Valid, state-issued photo 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.
- Must support the complaint of the hardship situation. If applicable, supporting documents, such as, photos and/or police or medical reports.

CHILDCARE

- Completed online application
- Valid, state-issued photo 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
- 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 photo 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
- Letter of release from the residential district
 - If the residence is out of district

EMPLOYEE OPTION RENEWAL

- Completed online application
- Valid, state-issued photo ID
- Proof of Employment
 - Latest check stub or employment contract
- Letter of release from the residential district
 - If the residence is out of district

HIGH SCHOOL SENIOR

- Completed online application
- Valid, state-issued photo 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
- Letter of release from the residential district AND a written letter to the school board
 - If the residence is out of district
 - The written request to the board may include a partial or full waiver of tuition

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 DENIED.**

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

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



REQUIREMENTS FOR EACH TRANSFER TYPE

OUT-OF-DISTRICT ACCEPTANCE

- Completed online application
- Valid, state-issued photo 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
- 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 photo ID
- Student's full-sized birth certificate

PROGRAMMATIC / UNIQUE OFFERINGS

- Completed online application
- Valid, state-issued photo 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
- Transcript
 - If student is not currently enrolled at a Richland One School

REMAINDER OF THE SCHOOL YEAR

- Completed online application
- Valid, state-issued photo 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
- Letter of release from the residential district
 - If the residence is out of district

SEVERE HARDSHIP

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

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