

# WHAT DO YOU NEED TO REGISTER YOUR CHILD FOR SCHOOL?

- Immunizations
- Birth Certificate
- Proof of Residency



## Immunizations

New student's registration immunization records must be on the **South Carolina Department of Health and Environmental Control (SCDHEC) Form 2740**. This form may be obtained from your pediatrician's office or the **Beaufort County Health Department** located at 4819 Bluffton Parkway, Bluffton, SC 29910, (843) 757-2251, or in the main office at 601 Wilmington Street, Beaufort, SC 29902, (843) 525-7615.

Specific grade level requirements for the 2019-2020 are listed on the **SC DHEC Childcare & School Vaccine Requirements [website](http://www.scdhec.gov/health/vaccinations)** (www.scdhec.gov/health/vaccinations.)

You can schedule an appointment to get a vaccination at your local health department by calling the toll-free appointment line at (855) 472-3432. Please read the **SC DHEC Clinics - Notice of Privacy Practices**. Additional clinics participating in the vaccine for children program and offering free vaccines are:

- **Volunteers in Medicine** (two locations): 15 Northridge Drive, Hilton Head, SC, (843) 681-6612 **OR** 29 Plantation Park Drive, Building 600, Bluffton, SC, (843) 706-7090
- **Port Royal Medical Center**, 1320 Ribaut Road, Port Royal, SC, (843) 986-0900
- **Beaufort Jasper Hampton Comprehensive Health Clinic**, 720 Okatie Highway, Highway 170, Ridgeland, SC, (843) 987-7400

Please note: These offices may charge a minimal administration fee and/or office visit charge.

## Birth Certificate

Parents/Guardians will need to provide a copy of the child's legal birth certificate. For children born in Beaufort County, birth certificates may be obtained from the **Health Department/Vital Records** office located in the Health Department at 601 Wilmington St., Beaufort, SC, (843) 525-7637.

## Proof of Residency

A proof of residence is a document confirming where you live. It needs to have both your full name and your address printed on it. You can obtain a list of approved documents from the front office at your child's school.



You must provide one (1) document from Category A **or** two (2) documents from Category B.

***Category A- One (1) document***

- Real Estate Tax Bill
- Signed Lease
- Mortgage Document
- Current Real Property Assessment
- Military Housing Letter
- Section 8 Letter

***Category B - Two (2) documents***

- Utility Bill (Gas, Electric, Water/Sewer)
- Phone Bill (Landline)
- Cable Bill
- Current Car Insurance (declaration page)
- Current Home or Renters insurance declaration page
- Vehicle Registration
- Rental/Sublet Agreement (must be signed by landlord)

You must provide documentation showing that **you live at** the address listed above. You should black out account and social security numbers on the documents. **All documents must be current and show the name and address of the parent(s)/ guardian(s).**

Debe proporcionar un (1) documento de la categoría A **o** (2) Documentos de la categoría B.

***Categoría A- Un (1) document***

- Factura de Impuesto sobre Bienes Inmuebles
- Contrato de Arrendamiento Firmado
- Documento Hipotecario
- Evaluación Actual de Bienes Inmuebles
- Carta de Vivienda Militar
- Carta de Sección 8

***Categoría B - Dos (2) documentos***

- Facturas de Servicios Públicos (Gas, Electricidad, Agua/Alcantarillado)
- Factura de Teléfono (Línea Fija)
- Factura de Cable
- Seguro de Auto Actual (página de declaración)
- Página de Declaración de Seguro de Vivienda o de Inquilinos Actualizada
- Registro de Vehículo
- Contrato de Alquiler / Traspaso (debe ser firmado por el arrendador)

Debe proporcionar documentación que muestre que **usted vive** en la dirección indicada arriba. Debe borrar los números de cuenta y de seguro social de los documentos. **Todos los documentos deben estar actualizados y mostrar el nombre y la dirección del padre(s) / tutor(es).**