



## Required Registration Documents

	Preschool/ Prek	Kindergarten	Grades 1-5	Grades 6-8	Grades 9-12
Parent/Guardian Photo ID	✓	✓	✓	✓	✓
Original birth certificate, birth registration, or passport	✓	✓	✓	✓	✓
3 pieces of mail (dated within 60 days)					
-	✓	✓	✓	✓	✓
-					
-					
Verification of domicile (proof of ownership or lease)*	✓	✓	✓	✓	✓
Immunization record (see below for additional information)**	✓	✓	✓	✓	✓
<i>School Registration Form (PS 515,F1)</i>	✓	✓	✓	✓	✓
<i>New Student Health History Form (BEBCO 5543-17)</i>	✓	✓	✓	✓	✓
<i>Prior Care Form</i>		✓			
Proof of income (see below for additional information)***	✓				
Food Stamp, Temporary Cash Assistance (TCA), or Independence Card <b>and</b> award notification/eligibility letter.	<i>if applicable</i>				
Transfer papers from prior school (including report card)	<i>if applicable</i>	<i>if applicable</i>	✓	✓	✓
IEP/504 plan/Behavior plan	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>
Custody documents/court orders	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>
Other school specific forms	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>

**Please note:** Enrollment must be completed by parent or legal guardian.  
All documents and identification listed above must reflect the current address and be submitted **before** the child can be enrolled.  
Mail must be first-class mail from a business or organization, addressed to parent or guardian and dated within 60 days of submission.  
**For complete list of registration requirements, refer to BCPS Policy and Rule 5150.**

**\*Acceptable documents for verification of domicile:**

**Homeowners:** Deed, signed settlement sheet, title, current mortgage statement/coupon book, SDAT Property tax records, or current property tax bill.  
**Renters:** Current lease or rental agreement along with all required signatures. If leasing from a private party, proof of ownership from the home owner must also be submitted. Expired leases or month to month leases require a letter from the landlord confirming that the lease is still active.  
**Shared domicile:** If the parent or legal guardian is not the homeowner or leaseholder, contact the school's Pupil Personnel Worker for a shared domicile application.

**\*\*Immunization Record:** Students missing required vaccine(s) must have an appointment to obtain missing vaccine(s) or records within 20 days

**\*\*\*Income (preschool and prekindergarten only)**

Acceptable documentation includes current tax returns, W-2, two recent pay stubs, two months of bank statements, Supplemental Nutrition Assistance Program, Temporary Cash Assistance, **or** Medicaid eligibility documentation.

# Baltimore County Public Schools

## Registration Requirements

### **Please note:**

- A child will not be registered until all required documents are submitted  
(see page 1, *Required Registration Documents checklist*)
- Only a parent (listed on birth certificate) or legal guardian (by court order) may register a child
- All names and addresses must match on all documents provided
- Up to two Online Documents can be accepted.

### **VERIFICATION OF DOMICILE**

#### **Acceptable documents for verification of domicile for home owners:**

- Deed or deed of trust, in the parent's name, that has all required signatures.
- Settlement sheet, in the parent's name, that has all required signatures.
- Title, in the parent's name, that has all required signatures.
- Mortgage coupon book or current mortgage statement, in the parent's name.
- Maryland SDAT Real Property tax records.
- Real estate tax bill or receipt, in the parent's name, for the current year.

#### **Acceptable documents for verification of domicile for renters:**

- Original, current, lease or rental, agreement, in the parent's name, from a real estate management company or commercial lessor for residential dwelling located in Baltimore County, along with all required signatures.
- Original, current, Lease or rental agreement, in the parent's name, from a private party owner. The private party owner must establish ownership as outlined in home owner documents above.
- NOTE: Expired leases or month to month leases require a signed and dated note from the landlord confirming that the lease is still current.

If the parent or legal guardian is not the homeowner or leaseholder, see Shared Domicile Application (below).

### **SHARED DOMICILE APPLICATION**

If you are not the homeowner and/or your name is not listed as a leaseholder and you share a residence with another person, you must request a Shared Domicile Application through the Pupil Personnel Worker. Please visit the [Residency Office's Website](#) to obtain an application.

Shared Domicile Applications must be renewed every year.

Exception: If you are married to the property owner, proof of marriage may be submitted to confirm residency along with required verification of domicile documents for homeowners.

### **3 PIECES OF MAIL**

**Acceptable pieces of mail, dated within 60 days and include parent/guardian's name and address:**

- Federal or state income tax return for the tax year immediately preceding enrollment
- W-2 form for the current year
- A statement written on company letterhead from the parent's employer which verifies the parent's current address
- Correspondence addressed to the parent(s) from an office of a federal, state, or local county governmental agency
- Charge account/credit card billing statement
- Bank account statement
- Gas and electric bill
- Cable bill
- Cell Phone Bill
- Voter's registration card
- Motor vehicle administration vehicle registration
- Driver's license, Maryland identification card, or age of majority card issued by the Maryland Motor vehicle Administration only when document has not been used to verify proof of parent identity
- Change of address notification from the United States Postal Service
- Court documents
- Government-issued license and/or professional certificate
- First-class mail/Invoice/bill/statement from a business or agency
- Health center mailing
- Mailing from a Baltimore County public school or office
- Paycheck/paystub stating name and address
- Up to two pieces of mail from a BCPS School or Office

### **OTHER ENROLLMENTS**

All registrations for non-resident students, homeless students, students in an agency placed foster care, students in kinship care or family hardship care must be approved by the Pupil Personnel Worker prior to enrollment. Please visit the [Residency Office's Website](#) to obtain the appropriate application.

### **CHANGE OF RESIDENCE**

A parent shall notify his/her child's school of any change in domicile or hardship condition as soon as the change occurs. Failure to notify the school within fifteen (15) business days of occurrence may result in the student being withdrawn from school and the parent or guardian may be financially liable for tuition.

Residency matters will be referred to the Office of Pupil Personnel Services for investigation.

### **FRAUDULENT ENROLLMENT/FALSIFICATION OF DOCUMENTS**

If a student is found to be fraudulently enrolled in a Baltimore County public school, the school will issue a letter notifying the parent that the student will be withdrawn in fifteen (15) business days; the letter will advise the parent of his/her right to appeal the finding. The parent or guardian shall be financially liable for tuition for the entire time of fraudulent enrollment or attendance, no tuition waiver shall be granted.

### **BCPS RULE 5150, ENROLLMENT & ATTENDANCE**

All requirements outlined here are a summary of requirements in BCPS Rule 5150.

If you have any questions about the registration requirements or enrollment process, please contact your home school.