

Prettyboy Elementary School

443-809-1900

19810 Middletown Road · Freeland, Maryland 21053

Fax: 443-809-1901

Transition Year Verification Letter

April 25, 2022

Dear Parent/Guardian of all current 5th Grade Students:

Baltimore County Public Schools' policy requires that all students transitioning from Grade 5 to Grade 6 and Grade 8 to Grade 9 verify residency prior to the start of the school year. Provisions for student enrollment and attendance are outlined in Board of Education Policy and Superintendent's Rule 5150, *STUDENTS: Enrollment and Attendance*. A copy of Policy and Rule 5150 can be obtained by accessing the link http://www.bcps.org/system/policies_rules/5000toc.htm or by requesting a copy from the school.

Students enrolled as homeless, shared domicile, or students in state-supervised care verify residency annually and are exempt from this process.

Verification of residency requires at least five (5) documents from the parent/guardian, including photo identification, one of the following documents providing proof of domicile: Deed or lease, title, mortgage coupon book, real estate tax bill or receipt, and three pieces of business mail or documentation dated within sixty (60) days of the date submitted. All documents must reflect the same address.

You can begin the reverification process by:

1. Parents may bring documents to the school, and we will make copies for you.
2. Parents may send copies in with their child.
3. Parents may scan documents and email them to mprice6@bcps.org

Thank you for your cooperation in updating your residency to ensure compliance with Board Policy and Superintendent's Rule 5150. We look forward to having your child join us for 2022-23 school year!

Sincerely,



Nicole Norris
Principal

Copies to: Salim Barrouck, Residency Liaison
James Eichelburg, Pupil Personnel Worker



Raising the bar, Closing gaps, Preparing for our future

Dear Fifth Grade Parent(s)/Guardian(s):

For your convenience we have listed examples of documents that may be used for the 5th Grade Residency Verification Process. For the complete list please refer to BCPS Rule 5150.

Proof of Domicile – need one of the following documents

- Real Estate Tax Bill (most recent)
- Mortgage Statement (dated within the last 60 days)
- Property Deed
- Complete Signed Settlement Statement
- Current Lease (private party lease also requires owner's proof they own the property)

Photo Identification – need one of the following documents

- Maryland Driver's License
- Current Passport
- Work Photo Identification

Three documents from the following list must be submitted

Documents must be dated within the last 60 days and be from three different sources. The parent's name, address, company name and date must be visible on the documents provided. *The exception to the 60 day date would be a Voter's Registration Card or Vehicle Registration (they would still need to be a current document).*

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| • Charge account/credit card billing statement | • Change of address from the United States Postal Service |
| • Bank account statement | • Court documents |
| • Gas and electric bill | • First Class mail from a business or agency |
| • Cable bill | • Health Center mailing |
| • Cell phone bill | • Mail from a BCPS School or office |
| • <i>Voter's registration card</i> | • Paycheck/paycheck stub with name and address |
| • <i>Motor vehicle administration vehicle registration</i> | |

If your student will be attending a private school, please send us a dated written notification of the name of the school your child will be attending instead of the documents listed above.

Please contact me with any questions or concerns at mprice6@bcps.org or call 443-809-1900.

Mary Jane Price
Administrative Assistant
Prettyboy Elementary School