



Procedures for Student Enrollment

The following documents are required by Maryland State Law/ HCPS for any student transferring, entering, or reentering school

The following **Original** documents are required at the time of registration

Proof of student's date of birth
(Select one)

- ☐ Birth Certificate
- ☐ Hospital or physician's certificate
- ☐ Church/Baptismal Certificate
- ☐ Passport or Birth Registration

Proof of Parent Identity
(Select one)

- ☐ Driver's License with photograph
- ☐ Passport
- ☐ MVA identification
- ☐ Other legal form of photographic identification

Proof of Parent Relationship
(Select one)

- ☐ Birth certificate that identifies parent
- ☐ Court order
(Reviewed & approved by PPW)
- ☐ Separation or Divorce Decree
(Approved by PPW)
- ☐ Other legal identification
(Approved by PPW)

Other Documentation

- ☐ Immunization Record
- ☐ Social Security Card (optional)
- ☐ MD state transfer form (SR7)
(MD students only)

☐ _____

Post-Registration Documents

- ☐ Current Grades, transcripts, Schedule
- ☐ Standardized Test Data
- ☐ IEP or 504

Proof of Domicile
(Select one)

- ☐ Current Utility Bill * (turn off notice or welcome letter not accepted) – internet, cable, landline, gas and electric (usage detail required)

OR

- ☐ One item from Column A **PLUS** One item from Column B

<u>Column A</u>	<u>Column B</u>
<ul style="list-style-type: none">• Homeowner's Deed• Most recent mortgage payment *• Signed Settlement Agreement• Current Lease Agreement signed by parent as lessee	<ul style="list-style-type: none">• Pay stub *• W-2• Car, Homeowner, or Renter's Insurance Declaration page• Government or official correspondence *• Change of address card from MVA or Post Office• Credit Card Statement*• Cell Phone bill *

***MUST BE DATED WITHIN 30 DAYS OF ENROLLMENT**

If living outside of the school district OR residing in another family's home, please contact the Pupil Personnel Worker (PPW) for alternative documentation. Students that fall under these circumstances cannot register until the PPW approves residency.

PPW: Robin Walker
PPW Secretary: Terry Founds
Phone: (410) 638-4143
Fax: (410) 638-3583
Email: robin.walker@hcps.org