

What Do I Need To Register My Child?

When registering a child, you will need to present:

1. Certificate of birth
2. Completed Health Forms including immunization record
3. Proof of Baltimore County residency in accordance with Rule 5150 (See requirements below)
4. Completed School Registration Form
5. If the student is transferring from another public school in Maryland, a copy of the Maryland Student Transfer Record will be required. This form may be obtained at the school from which the student is transferring.

The following documents are required to verify domicile/residency in Baltimore County in accordance with Rule 5150:

1. Proof of Parent Identity

- A valid driver's license with photograph, passport, motor vehicle administration identification, or other legal form of photographic identification. A document used for photo identification only may not be used to verify domicile.

2. Proof of domicile for **homeowner**. Acceptable documents are:

- Deed or deed of trust that has all required signatures;
- Title;
- Mortgage coupon book;
- Real estate tax bill or receipt; or
- If a home has just been purchased and no deed is available, proof of purchase may be submitted. Within 30 days of enrollment, the parent must submit a deed or a deed of trust with all required signatures.

Proof of domicile for **renter**. Acceptable documents are:

- Original, current lease or rental agreement from a **real estate management company or commercial lessor** for a residential dwelling located in Baltimore County, along with all required signatures;
- Lease or rental agreement from a **private party owner**. **The private party owner must establish ownership. Acceptable documents are:**
 - Deed or deed of trust that has all required signatures;
 - Title;
 - Mortgage coupon book;
 - Real estate tax bill or receipt; or
 - If a home has just been purchased and no deed is available, proof of purchase may be submitted. Within 30 days of enrollment, the parent must submit a deed or a deed of trust with all required signatures.

See back for documents required to verify parent name and address

3. **Three documents** from the following list must be submitted **to verify parent name and address**. All documents used must reflect the same parent name and address in Baltimore County as to prove parent identify and proof of domicile above. If mail, an invoice or a statement is used, the **document must be dated within 60 calendar days of the date the documents are submitted** for enrollment purposes.
- 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.
 - 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 from a business or agency.
 - Health center mailing.
 - Mailing from a Baltimore County public school or office.
 - Paycheck/paystub stating name and address.
 - Other documentation acceptable to the Pupil Personnel Worker (PPW) or residency investigator.