

## Registering Your Child for School

It is important to register your child as soon as possible before the first day of school.

Your first step in the registration process is to call the Transportation Department at 410-228-4747 to verify the school your child will attend, which is determined by your home address and the child's grade level.

Next, you should take the following documents with you to the school to register your child:

- 1. Birth Certificate** – You must provide a birth certificate for your child at the time of registration. If a birth certificate is not immediately available, Board policy allows other specified documents as evidence of birth. However, you will eventually be required to secure a birth certificate from the proper authorities in the state where the child was born and present it to the principal.
- 2. Immunization Record** – Provide proof of state required immunizations prior to the child's entry into class. Without immunization, children are excluded from classes. If immunization is not complete, you may supply proof that the child is scheduled for immunization(s) within 20 calendar days. Provisional enrollment will then be given in these circumstances. In addition, your child should have had a health examination within the previous nine (9) months or six (6) months after entry. For grades Pre-K, K, and 1<sup>st</sup> grade, blood lead testing dates, from their doctor or health department, are required.
- 3. Social Security card** (if you have one) – There is no cost to obtain a Social Security number. If you do not currently have a social security card for your child, a pseudo number will be assigned on a temporary basis until you acquire one.
- 4. Proof of Custody and Residence** – If the child is not living with both birth parents, a court ordered proof of custody or placement must be presented at registration. A divorce decree specifying custody is sufficient. You will be asked to provide the address where you live. You will also be asked to provide proof of residence in the form of a lease agreement, mortgage agreement, electric bill, etc. You may be asked to complete a Verification of Residence form and have it notarized. It is the responsibility of the person presenting the child for enrollment to provide whatever proofs of custody and residence are necessary for enrollment.
- 5. Documentation of a disability** – If your child has a disability, which may qualify your child for special programs or services, documentation is necessary at the time of registration.
- 6. Your child's last report card**, if any.

In the event your child needs to attend a school outside of your home district, an application must be submitted to the principal of the school you would like your child to attend. You may obtain the application from your home school or the out of district school.

Call the Office of Pupil Services at 410-228-4747 for additional information about school registration.