

School Counseling and Records Office - Open All Year

Monday thru Friday from 7:30 AM - 2:30 PM

Schedules and Bus Information will be mailed in August

Schools offices are open throughout the summer to accommodate parents in the registration process. The early registration of students provides the school system an opportunity to evaluate student placement and adjust staffing in response to unanticipated enrollment increases.

Counseling Office Phone: 443-809-0102

Margie Titus, Secretary mtitus@bcps.org

Michelle Bell, Department Chair mbell2@bcps.org

Fax: 443-809-0101

Records Office Phone: 443-809-0301

Cheryl Johnson cjohnson4@bcps.org

Fax: 443-809-0101

New Student Registration and Enrollment by appointment only

Call Ms. Titus in the School Counseling Office to schedule an appointment at 443-809-0102.

All of the following documentation is required at time of registration. If you do not have all of the required documents, we cannot register your child or accept incomplete paperwork.

- Proof of Residency*** (one of the following):
 - If you are living with family or friends, you will need a Shared Domicile Approval before scheduling a registration appointment. Contact Mike Roberts, Pupil Personnel Worker at (410) 887-7551 to schedule an appointment.
 - Homeowners Proof of Domicile: Acceptable documents include one of the following: Copy of your Deed that has all required signatures; Title; Mortgage coupon book; Real estate tax bill or receipt.
 - Renters Proof of Residency: A copy of your Lease/Rental Agreement with all required signatures. Private party rentals also require a copy of property owner documentation is required (as note above).
- Proof of Parent Identity:** Parent/Guardian Photo ID showing current address or change of address card. If you are a legal guardian, court documentation is required at time of registration.
- Three (3) Proofs of Address:** First class mail from 3 different organizations dated within 60 days showing parent/guardian name, current address. Other acceptable documents are on the following page.
- Certificate of Birth**
- Immunization Record**
- Copy of the child's most recent Report Card**
- Student withdrawal packet from previous school attended:** If the student is transferring from another public school in Maryland, a copy of the Maryland Student Transfer Record will be required from the school student is transferring.

Have you moved? Is your child a current BCPS Student Entering Grade 9?

Baltimore County Public Schools' Policy requires that all students entering Grade 6 and Grade 9 verify residency prior to the start of the school year. Parent/Guardian must submit all of the following residency documentation to their child's current middle school **before June 30th!** **If you did not submit residency verification to your child's middle school before June 30th, you will need to call Ms. Johnson, Records Office at Chesapeake to schedule an appointment. You will need to bring in proof of residency; proof of parent identity and 3 pieces of mail dated with 60 day or your child will not be able to start the school year.**

Leaving Chesapeake HS? Call Ms. Johnson in the Records Office at 443-809-0301. Allow 48 hours to process.

Schedule Change Requests?

Do NOT request a schedule change based on teacher preference or lunch preference.

Reasons to request a schedule change might include:

- Your schedule does not include a course or program for each period.
- You have been scheduled for a class in which you have already earned a credit.
- You have been scheduled for a class that you are not qualified to take (for example, schedule shows Calculus but you have not yet taken Geometry).
- You have not been scheduled for a class that you need in order to meet graduation requirements, or to complete your pathway.

How to Request a Schedule Change (Grades 10-12 Only)

- Email Ms. Bell at mbell2@bcps.org; include class to be dropped, class to be added and reason for change
- Call the Counseling Office at 443-809-0102.
- Students can also come to school on August 20th – 21th from 8:00 AM – 12:00 PM

Attendance Verification: Call Ms. Titus in the Counseling Office at 443-809-0102. Allow 24 hours to process for Learner's Permit, Social Security benefits, etc.

Work Permits: Complete online at www.dllr.state.md/us/labor/empm.shtml

Colleges and Careers One Stop Shopping: Summer is the time to think about planning for college and career. Visit colleges, shadow people with interesting jobs, and do research. Your grade level summer assignments are located on Naviance. Update your e-mail address to receive pertinent information.

Naviance Log-in website: www.naviance.com (User Name: BCPS - Password: Date of Birth (mmddyyyy))

The following documents are required to verify domicile and/or update address in Baltimore County:

a. Proof of Parent Identity

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

b. Proof of domicile for homeowner. Acceptable documents are:

- (1) Deed or deed of trust that has all required signatures;
- (2) Title;
- (3) Mortgage coupon book;
- (4) Real estate tax bill or receipt; or
- (5) 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.

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

- (1) Original, current lease or rental agreement from a real estate management company or commercial lessor residential dwelling located in Baltimore County, along with all required signatures; or
- (2) Lease or rental agreement from a private party owner. The private party owner must establish ownership as outlined in paragraph III(B)(2)(b) above.

d. Three documents from the following list must be submitted to verify parent name and address.

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.

- (1) Federal or state income tax return for the tax year immediately preceding enrollment.
- (2) W-2 form for the current year.
- (3) A statement written on company letterhead from the parent's employer which verifies the parent's current address.
- (4) Correspondence addressed to the parent(s) from an office of a federal, state, or local county governmental agency.
- (5) Charge account/credit card billing statement.
- (6) Bank account statement.
- (7) Gas and electric bill.
- (8) Cable bill.
- (9) Voter's registration card.
- (10) Motor vehicle administration vehicle registration.
- (11) 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 in paragraph I(B)(2)(a) above;
- (12) Change of address notification from the United States Postal Service.
- (13) Court documents.
- (14) Government-issued license and/or professional certificate.
- (15) First-class mail from a business or agency.
- (16) Health center mailing.
- (17) Mailing from a Baltimore County public school or office.
- (18) Paycheck/paystub stating name and address.
- (19) Other documentation acceptable to the Pupil Personnel Worker (PPW) or residency investigator. RULE 5150

3. All documents used to verify domicile under this subparagraph must reflect the same address in Baltimore County as indicated on the documents presented for verification of domicile.

C. Transition Year Verification

- 1. All resident students transitioning from Grade 5 to Grade 6 and from Grade 8 to Grade 9 will be required to verify domicile prior to the beginning of the school year. This requirement does not apply to students identified as homeless, in a shared domicile or in state-supervised care.**
- 2. Failure to verify domicile in the school attendance area prior to the start of the school year**