



Required Registration Documents

	Preschool/ Prek	Kindergarten	Grades 1-12
Parent/Guardian Photo ID	✓	✓	✓
Original birth certificate, birth registration, or passport	✓	✓	✓
Immunization record	✓	✓	✓
Verification of domicile (proof of ownership or lease)*	✓	✓	✓
3 pieces of mail (dated within 60 days)			
-	✓	✓	✓
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<i>School Registration Form (PS 515,F1)</i>	✓	✓	✓
<i>New Student Health History Form (BEBCO 5543-17)</i>	✓	✓	✓
<i>Prior Care Form</i>		✓	
<i>PreK Selection Criteria Form</i>	✓		
Proof of income (Tax forms, 2 most recent pay stubs or 2 bank statements)	<i>if applicable</i>		
Food Stamp, Temporary Cash Assistance (TCA), or Independence Card and award notification/eligibility letter.	<i>if applicable</i>		
Transfer papers from prior school (including report card)	<i>if applicable</i>	<i>if applicable</i>	✓
IEP/504 plan/Behavior plan	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>
Custody documents/court orders	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>
Other school specific forms	<i>if applicable</i>	<i>if applicable</i>	<i>if applicable</i>

Please note:

Enrollment must be completed by parent or legal guardian.

All documents and identification listed above must reflect the current address and be submitted **before** the child can be enrolled.

Mail must be first-class mail from a business or organization, addressed to parent or guardian and dated within 60 days.

For complete list of registration requirements, refer to *BCPS Policy and Rule 5150*.

***Acceptable documents for verification of domicile:**

Home owners: Deed, signed settlement sheet, title, current mortgage statement or coupon book, or current property tax bill

Renters: Current lease or rental agreement along with all required signatures. If leasing from a private party, proof of ownership from the home owner must also be submitted. Expired leases or month to month leases require a letter from the landlord confirming that the lease is still active.

Shared domicile: If the parent or legal guardian is not the homeowner or leaseholder, contact the school's Pupil Personnel Worker for a shared domicile application.