



# 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  
(Approved by PPW or School Administrator)
- ☐ Separation or Divorce Decree  
(Approved by PPW or School Administrator)
- ☐ Other legal identification  
(Approved by PPW or School Administrator)

## Other Documentation

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

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## Post-Registration Documents

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

## Proof of Domicile (Select one)

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

\*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: Mrs. Maureen Baxter  
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Email: [Maureen.Baxter@hcps.org](mailto:Maureen.Baxter@hcps.org)