

RESIDENCY: SHARED DOMICILE LIVING ARRANGEMENT

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I. Homeless Students: Baltimore County Public Schools is subject to the requirements of the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001. For the enrollment or withdrawal of homeless students or students who appear to be homeless, principals must immediately contact the pupil personnel worker (PPW) or the school-based homeless liaison and refer to Pupil Services 512, “Procedures for the Education of Homeless Children and Youth.”

A. The involvement of the pupil personnel worker or school-based homeless liaison is essential to the process to ensure immediate enrollment. They are the trained individuals able to assess the student and families’ needs in order to access community and school services.

B. Any student who is living in an emergency youth shelter must be registered and enrolled pursuant to PS 512.

C. If residency status is the result of eviction, foreclosure, or loss of housing due to economic hardship refer to PS 512.

II. New Shared Domicile Enrollments:

A. The parent/guardian is referred to the residency assistant where a Shared Domicile Living Arrangement Application is completed. If it is determined either by the school or the residency assistant that the student may be homeless, the pupil personnel worker or the school-based homeless liaison must be immediately contacted.

B. Residency assistant completes the “Shared Domicile Living Arrangement Enrollment Application,” PS 521, F1, with parent/guardian and provides parent/guardian with

“Shared Domicile Application Information,” “Shared Domicile Disclosure Form,” PS 520, F2, and copies of Policy and Rule 5150. It may be mailed by using PS 521, L1.

- C. Upon receipt of the notarized “Shared Domicile Disclosure Form” and required documentation (five (5) documents as outlined on pages 2 to 5 in Rule 5150), the residency assistant approves or denies the application and returns a copy of the “Shared Domicile Disclosure Form” with the decision clearly noted to the parent/guardian. If approved, the residency assistant immediately notifies the principal of the school by way of the Student Support Services’ Residency Database.
- D. Upon receipt of approved “Shared Domicile Disclosure Form” from the parent/guardian, the school enrolls the student.

III. Annual Renewal of Shared Domicile Living Arrangements:

- A. Annually, on or before April 15, principals (with pupil personnel workers and residency assistants copied), will receive a memo, PS 515, M1, from the executive director of the Department of Student Support Services outlining procedures for the shared domicile living arrangement renewal process.
- B. Annually, the third week of May, every school will issue the “Shared Domicile Renewal Letter,” PS 521, L2, and the “Shared Domicile Disclosure Renewal Form,” PS 521, F3, to each parent/guardian of a child enrolled at the school under a shared domicile living arrangement. Pupil personnel workers and residency assistants are copied on each “Shared Domicile Renewal Letter.”
- C. If the parent/guardian submits the “Shared Domicile Disclosure Renewal Form” and all required documentation on or before June 30 of the current school year, the school maintains enrollment of the student.
- D. Failure to renew shared domicile living arrangement by June 30, will result in the withdrawal of the student by the school using PS 521, L3.
- E. Parent/guardian must meet with residency assistant or the pupil personnel worker to establish shared domicile living arrangement in order for the student to be re-enrolled in any BCPS school, as per “New Shared Domicile Enrollments” above.
- F. Schools may not enroll any student withdrawn as of July 1 for failure to renew a shared domicile living arrangement without specific approval from the residency assistant or the pupil personnel worker.
- G. Schools must immediately refer shared domicile arrangements which change or may be fraudulent during the school year to the pupil personnel worker.
- H. Fraudulently enrolled students are to be withdrawn as outlined in PS 516.

IV. APPEAL PROCESS:

- A. To initiate an appeal, the parent/guardian must file written notice of appeal within ten (10) school days of the denial. The residency liaison will act as the designee for the executive director. A decision will be made within thirty (30) days.
- B. If the appeal is denied, it may be further appealed by written notice to the Superintendent within ten (10) school days of the denial by the residency liaison. The Superintendent or designee will make every effort to issue a written decision within ninety (90) school days of receipt of the appeal.
- C. If the appeal is denied by the Superintendent or designee, a further appeal may be made to the Board of Education by filing written notice within thirty (30) school days of the denial of the Superintendent's designee.
- D. If the student is enrolled in a Baltimore County public school at the time of a timely appeal, he/she may remain at that school until the exhaustion of all appeals or the end of the current school year.
- E. Upon receipt of a timely appeal, an e-mail will be sent notifying the principal not to withdraw the student.