

Baltimore County Public Schools
Homeless Enrollment Letter

Internal Letterhead

Date

Principal
School
Address

Dear :

[Student], [D.O.B], has been processed and approved for enrollment to [School]. For this student, the following records **are not required at this time** for enrollment: certificate of birth, proof of residency, immunization/health records, and previous academic records. School personnel should assist the parent(s)/guardian(s) with obtaining or the reconstruction of these records.

On [date], [parent(s)/guardian(s)] indicated the following:

- Transportation is needed and should be arranged by the school if outside the walking area.
- Transportation will be needed and will be arranged by the pupil personnel worker.
- Transportation will not be needed.
- Parent will transport.

I want to thank you for enrolling [Student]. **Any future withdrawal of this student should be done only after consulting with the school's pupil personnel worker.** If you have any questions, please feel free to contact me.

Sincerely,

[Pupil Personnel Worker]

c: Assistant Principal
School Counselor
School-based homeless liaison
School Nurse
Parent(s)/Guardian(s)
Student File