

ENROLLMENT RESPONSIBILITIES CHART

TYPE OF CASES	INVESTIGATION/ VERIFICATION	DECISION
I. Resident		
A. With sufficient documentation	School Personnel	Principal
B. Without sufficient documentation	Pupil Personnel Worker/ Residency Assistant	Pupil Personnel Worker/ Residency Assistant
C. Shared domicile	Residency Assistant/ Pupil Personnel Worker	Residency Assistant/ Pupil Personnel Worker
D. Homeless	Pupil Personnel Worker/ School-Based Liaison	Pupil Personnel Worker/ School-Based Liaison
E. Special transfer	Principal	Principal
F. Agency placed	Pupil Personnel Worker	Pupil Personnel Worker
G. Informal kinship care	Pupil Personnel worker	Pupil Personnel worker
II. Nonresident		
A. Agency placed	Pupil Personnel Worker	Pupil Personnel Worker
B. Informal kinship care	Pupil Personnel Worker	Pupil Personnel Worker
C. Serious family hardship	Pupil Personnel Worker	Pupil Personnel Worker
D. Renewals of hardship cases	Pupil Personnel Worker	Pupil Personnel Worker
E. Foreign	ELL Liaison	ELL Liaison/Office of World Languages
G. All other	Pupil Personnel Worker	Pupil Personnel Worker
III. Noncustodial/Custodial	Pupil Personnel Worker	Pupil Personnel Worker

Students remain enrolled in school throughout the appeal process.

*All of the above cases are referenced under BCPS Policy and Rule 5150, PS 512 and PS 525 with the exception of I. E. Special Transfer, which is referenced under Policy and Rule 5140. For further information, please refer to the residency liaison.

*First level of appeal is to the residency liaison in all cases except homeless appeals, which go to the homeless liaison.

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