

## ENROLLMENT PROCEDURES

### CONTENTS:

- Enrollment of Students by Schools
- Introduction
- Residency
- Other Required Documents
- Child Find and Infants and Toddlers
- Students Returning from Alternative BCPS Placements
- Students 18 years of age and older
- Enrollment Cases that must be Approved for Enrollment by the Pupil Personnel Worker
- Homeless
- Students in State-supervised Care
- Immigrant Students in Need of Services From the Office of World Languages
- Determination of Custody
- Agency-placed Students
- Tuition Procedures for Schools
- Fraudulent Enrollment
- Appeal Process

### RESOURCES:

- Enrollment Responsibility Chart
- Baltimore County Public Schools Registration Form, PS 515, F1

### LETTERS

- Transition Year Residency Verification Letter, PS 515, L1
  - Failure to Provide Transition Year Residency Verification, PS 515, L2
- 

#### I. Enrollment:

A. Introduction: Schools are responsible for enrolling all resident students currently residing with the custodial parent(s)/guardian(s). Schools will also enroll the following students after approval by the pupil personnel worker (PPW):

1. Agency placed
2. Hardship
3. Kinship
4. Homeless (or home school homeless liaison approval)

5. Shared domicile living arrangement (must be renewed annually after initial residency assistant's approval in accordance with PS 521)
6. Disputed Custody

For further clarification see Enrollment Responsibility Chart

B. Residency:

1. When registering students for enrollment in Baltimore County Public Schools, the principal should refer to the Board of Education Policy and Superintendent's Rule 5150 for clarification of issues regarding domicile, residency, and the enrollment of resident and nonresident students.

In accordance with §7-101 of the Education Article of the *Annotated Code of Maryland*, any child five (5) years or older and under twenty-one (21) years of age and who is domiciled with the child's parent/legal guardian in Baltimore County, shall be enrolled in a Baltimore County public school without the payment of tuition and shall attend his or her assigned home school unless a special transfer has been approved in accordance with Board of Education Policy and Superintendent's Rule 5140.

2. Verification of Domicile: When registering for enrollment, proof that the child is domiciled in Baltimore County with the child's parent(s)/guardian(s) is required. Domicile is determined on a case-by-case basis. The burden of verifying domicile is the responsibility of the parent(s)/guardian(s) and requires at least five (5) documents. All documents must reflect the same address in Baltimore County. If an address appears on the document used for photo identification, it must reflect the same address as all other submitted documents. School staff is responsible for keeping copies of all residency documents as part of the student's record.
  - a. Photo identification – Examples include driver's license, Maryland identification card, or age of majority card from the motor vehicle administration. If used for photo identification, the document may not be used to verify address.
  - b. Proof of Ownership/Rental –
    - (1) Deed establishing ownership of a residential dwelling unit in Baltimore County
    - (2) Signed settlement sheet establishing ownership of a residential dwelling unit in Baltimore County
    - (3) Title establishing ownership of a residential dwelling unit in Baltimore County
    - (4) Mortgage coupon book establishing ownership of a residential dwelling unit in Baltimore County

- (5) Real estate tax bill or receipt for residential dwelling unit in Baltimore County. If any portion of the residential dwelling unit, either owned or rented, lies within Baltimore County as determined by the real estate bill, the student may attend the designated Baltimore County public school
  - (6) Lease or rental agreement from a real estate management company or commercial lessor to the parent(s)/guardian(s) for a residential dwelling unit locate in Baltimore County
  - (7) Lease or rental agreement from a private party owner to the parent(s)/guardian(s) for a residential dwelling unit located in Baltimore County. Documents that establish ownership by the private party of the property in Baltimore County (as listed in I. B. 2. b.).
- c. Supporting Documents – Parent(s)/guardian(s) must present three (3) of the following documents to verify address. The documents used must be from different sources with mail post marked within 60 days of the date submitted. The acceptability of all documentation is subject to review and approval by the principal or his/her designee. Additional documentation may be required when discrepancies exist. The school staff is responsible for keeping copies of all residency documents as part of the student’s record. The following support documents may be used:
- (1) Federal or state income tax return for the previous year
  - (2) W-2 form for the current year
  - (3) Notarized statement on company letterhead from an employer
  - (4) Mail to the parent(s)/guardian(s) from a government agency
  - (5) Credit card billing statement
  - (6) Bank account statement
  - (7) Utility bill
  - (8) Cable bill
  - (9) Voter’s registration card
  - (10) Motor Vehicle Administration vehicle registration
  - (11) Driver’s license, Maryland identification card, or age of majority care from the Motor Vehicle Administration that was not previously used as photo identification

- (12) Change of address notification from the United States Postal Service
- (13) Court documents
- (14) Government issued license and/or professional certificate
- (15) First class mail from a business or agency
- (16) Health center mailing
- (17) Mailing from a Baltimore County public school or office
- (18) Paycheck/pay stub stating name and address
- (19) Other documentation acceptable to the pupil personnel worker, residency assistant, principal or his/her designee

C. Other required documents that must be retained in the student record:

- 1. Verification of immunizations – Immunization requirements must be met for all students at the time of enrollment with the following exceptions:
  - a. Homeless students are not to be denied enrollment due to immunizations. (see PS 512)
  - b. Students lacking proof of age appropriate immunizations may be temporarily admitted for up to twenty (20) calendar days, in order to obtain missing records/vaccines from their health care provider.
  - c. Students with documented religious or medical exemptions may enter and remain in school without the required immunizations. (Superintendent’s Rule 5420, number 4)
  - d. Health registration form. (BEBCO 5443)
- 2. Documentation of age (must be retained in the student’s record)
  - a. Birth certificate
  - b. Passport/VISA
  - c. Hospital certificate
  - d. Baptismal or Christening certificate
- 3. Custody – Children being enrolled by someone other than a parent/legal guardian must be referred to the PPW

4. Social security number – School personnel are permitted to ask for a copy of the child’s social security card, but the parent(s)/guardian(s) has the right to refuse. A copy of the card is not required for enrollment.
- D. Additional documentation needed for transfer from another school (Refer to PS 525 for students in State-supervised care):
1. Maryland Student Withdrawal/Transfer Record – SR 7 if transferring from another Maryland public school or within the Baltimore County Public Schools (BCPS)
  2. Most recent report card
  3. Copies of standardized tests and/or state assessments
  4. Copy of IEP/504 Plan (if applicable).
- E. Additional responsibilities of school personnel:
1. Complete School Registration Form (PS 515, F1)
    - a. All schools are required to use the School Registration Form. This form enables schools to obtain standardized information on students at the initial stage of the registration process.
    - b. The Office of World Languages will have translations of this form available.
    - c. If the parent(s)/guardian(s) or unaccompanied youth checks “Yes” to the question, “Are you residing in temporary housing or do you lack housing?” in the Application Information section, refer the family to the pupil personnel worker or school-based homeless liaison immediately.
  2. Enroll the student into the STARS system or MIPES.
  3. Transfer students are entitled to grade placement as indicated on their transfer cards in accordance with Policy and Rule 5120.
  4. Enrollment of students into special education programs and related services will be determined by the school’s Individualized Education Plan (IEP) team based on the verification of the existence of an educationally disabling condition and the need for special education and/or related services by the school’s IEP team. (BCPS Rule 5170)
  5. Forward health related documents to the school nurse.
  6. Share IEP or 504 Plan documentation (if applicable) with appropriate personnel.
  7. Secondary schools will create a schedule of classes for the student.

8. Request the student's record from the previous school.
  9. Create Student Record Cards for the student if new to BCPS.
  10. Review the student record when it arrives from the previous school. High schools will enter the student's course history into STARS or Columbia.
- F. Appeal Process: If the family disputes whether the student meets Baltimore County Public Schools' enrollment requirements, the parent(s)/guardian(s) may appeal the decision not to enroll as outlined in PS 515 V.
- G. Child Find and Infants and Toddlers:
1. Child Find - Child Find is a special education service provided by BCPS to locate, identify, and evaluate children ages 3 through 21 who are suspected of having an educational disability and who may be eligible for special education and related services.
    - a. The school or center providing the service(s) must follow the same enrollment procedures as outlined in BCPS Rule 5150.
    - b. In accordance with IDEA 2004, Child Find is mandated to provide services in a timely manner. Child Find will make every effort to establish residency; however, the school providing the special education service(s) on the child's IEP is responsible for verifying that all appropriate documentation as required in Rule 5150 is in the child's record prior to the initiation of special education services. PPW referrals over residency issues will not be made by Child Find and must be made by the assigned school.
    - c. Children residing with someone other than their parent(s)/guardian(s) must be referred to the PPW prior to enrolling the child. This would include cases of foster care, informal kinship care, and serious family hardship cases.
    - d. Parent(s)/guardian(s) without proof of home ownership, or a lease or rental agreement from a real estate management company, or private owner in Baltimore County and who are in a shared domicile living arrangement shall be referred to the residency assistant or PPW.
    - e. In accordance with the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001, principals or their designees shall immediately refer homeless children to the pupil personnel worker or school-based homeless liaison.
  2. Infants and Toddlers - Infants and Toddlers is a multi-agency program for children from birth through 36 months of age with developmental disabilities, delays, or special health needs. Prior to the child's third birthday, BCPS staff meets with the family to determine whether the child is eligible for special education services provided by BCPS.

- a. The school or center providing the service must follow the same enrollment procedures as outlined in BCPS Rule 5150.
- b. The family shall be informed of the enrollment procedures as outlined in BCPS Rule 5150 at the Infants and Toddlers Transition Planning Conference.
- c. In accordance with IDEA 2004, the IEP Team must be scheduled in a timely manner and held prior to the completion of enrollment.
- d. Prior to enrollment, the school providing services must obtain proof that the child is domiciled in Baltimore County with his/her parent(s)/guardian(s).
- e. Children residing with someone other than a parent(s)/guardian(s) must be referred to the PPW prior to enrollment. This would include cases of foster care, informal kinship care, and serious family hardship cases.
- f. Parent(s)/guardian(s) without proof of home ownership, a lease or rental agreement from a real estate management company or private owner in Baltimore County should be referred to the residency assistant or PPW.
- g. In accordance with the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001, principals or their designees shall immediately refer homeless students to the pupil personnel worker or school-based homeless liaison
- h. The school providing special education services is responsible for verifying that all appropriate documentation as required in Rule 5150 is in the student's file.

H. Students returning from alternative BCPS placements:

1. Students are not withdrawn when placed in the Home and Hospital alternative program.
2. Students returning from an alternative education placement must be enrolled and allowed to attend school within one school day of student/parent(s)/guardian(s) request for enrollment with required documentation since this is a transfer.

- I. Students 18 years of age or older may enroll following the guidelines outlined in PS 515 and Policy and Rule 5120.

II. Specific Cases That Must be Approved for Enrollment by the PPW:

A. Students in State-supervised care: Refer to PPW for processing according to PS 525

B. Immigrant students in need of ELL services

1. Parent(s)/guardian(s) of the following students must call the Office of World Languages to make an appointment prior to enrollment for processing by the PPW ESOL liaison.

- a. Students not born in the United States who are new to Baltimore County Public Schools, including those who speak English and have transfer cards from other US schools
  - b. Students who are citizens of the United States and for whom English is a second language
2. The Office of World Languages will schedule testing for English proficiency in order to determine if ELL services are needed. Included in this appointment as appropriate may be:
- a. Recommendation for grade placement
  - b. Transcript analysis for the purpose of awarding high school credit
  - c. Review of immunization records
3. Parent(s)/guardian(s) must provide:
- a. Proof of age of student in the form of a passport, birth certificate, or alien registration card.
  - b. Proof of immunization of student.
  - c. Proof of education in the form of transcripts or report cards from schools previously attended, if available.
4. Proof of residency as outlined in PS 515.
5. Parent(s)/guardian(s) living in a shared domicile arrangement will be processed by the Office of World Languages in accordance with PS 521.
6. Upon completion of the process, the parent(s)/guardian(s) must contact the assigned school for an enrollment appointment. All required documentation must be presented at that time including forms completed by the Office of World Languages, and school staff will place copies of all documents in the student's record.

**C. Homeless Students**

Parent(s)/guardian(s) indicating that they are homeless should be referred immediately to the PPW or school-based homeless liaison for processing according to PS 512. No documentation will be required for the enrollment beyond approval by the PPW. (McKinney-Vento Homeless Education Assistance Improvement Act of 2001)

- D. Agency-placed students: Refer to the PPW for processing enrollment according to PS 518.

- E. Hardship: Refer to the PPW for processing enrollment according to PS 519.
- F. Kinship: Refer to PPW for processing enrollment according to PS 520.

### III. Transition Year Residency Verification

All resident students transitioning from Grades 5 to 6 and Grades 8 to 9 will be required to verify residency prior to the start of the school year with the sending school.

- A. School staff will send the Transition Year Residency Verification letter by May 1.
- B. School staff will schedule dates for parents to provide documentation proving residency as outlined in Board of Education Policy and Superintendent's Rule 5150.
- C. Failure to verify residency in the school attendance area shall result in withdrawal. (PS 515, L2).

### IV. Tuition:

- A. Tuition determination for nonresident students is made by the PPW at the time of approval of a nonresident student.
  - 1. The PPW will notify the school's principal in writing of:
    - a. The amount of tuition due.
    - b. Whether the tuition has been waived for students who are eligible for free/reduced lunch or medical assistance.
  - 2. School principals or their designees shall collect tuition monthly or annually depending on the payment plan established.
  - 3. School principals shall submit a cash receipt report monthly along with tuition collected.
- B. Nonresident students with tuition payment in arrears will be notified in writing of their withdrawal from school at the end of the semester.
- C. Nonresident students with tuition payment in arrears will not be approved for reenrollment until the tuition balances have been paid.

### V. Appeal Process:

- A. To initiate an appeal, the parent(s)/guardian(s) must file written notice of appeal to the executive director of Student Support Services within ten (10) school days of the denial. The residency liaison will act as designee for the executive director of Student Support Services. Every effort will be made to issue a decision within thirty (30) days.

- B. If an 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's designee will make every effort to issue a written decision within ninety (90) days of receipt of the appeal.
- C. If the appeal is denied by the superintendent's 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.

Approved: 5/99  
Revised: 8/00  
Revised: 12/05  
Revised: 03/06  
Revised: 06/07  
Revised: 04/08