



STUDENTS: Enrollment and Attendance

I. Admission

- A. Transfers from private schools for students enrolled in kindergarten to Grade 12 shall be accepted in accordance with established policy for students transferring from other schools provided the child is age eligible or transferring from a nonpublic program certified by the Maryland State Department of Education (MSDE).
  - 1. Transfer students entering kindergarten must turn five (5) prior to September 1.
  - 2. Transfer students entering senior year must be under 21 years of age on the first day of school and must be eligible for graduation at the end of that school year.
  - 3. If the transcript or record is not available, the Superintendent shall determine the appropriate placement of the student by an evaluation that shall include one or more of the following: administration of standardized tests and examinations, inspection of report cards and other documentation, observation of student in a classroom setting, use of interviews that are focused around the student's demonstration of course content knowledge, and performance levels.
- B. Children who are five (5) years of age on or before September 1 shall be enrolled in kindergarten.
- C. For enrollment in a Baltimore County Public School (BCPS), the burden of proof of date of birth is upon the parent(s)/guardian(s). Customarily, a parent(s)/guardian(s) produces a birth certificate as evidence; however, a baptismal certificate or other legal documents, such as a passport/Visa, shall constitute adequate evidence. The parent's name must be included on the above items. Proof of birth is not a prerequisite for registering homeless children.

- D. Children receiving home instruction shall not be enrolled in public school programs (Rule 6173: Home & Hospital Teaching). They can request standardized testing and Special Education services.

Also, see rules, “Assignment to Special Education Programs,” in this series.

Legal References: *Annotated Code of Maryland*, Education Article, §7-101, §7-301  
COMAR  
13A.10.01  
13A.10.01  
13A.08.01.01B  
13A.08.01.02  
13A.08.02.02B  
13A.08.01.02-2  
C.F.R. Section §300-403

Rule

Superintendent of Schools

Approved: 11/21/68

Revised: 7/12/84

Revised: 9/11/85

Revised: 6/27/95

Revised: 4/12/05

Revised: 1/13/09