

FRANKLIN HIGH SCHOOL  
Counseling Department  
12000 Reisterstown Road  
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### BALTIMORE COUNTY REGISTRATION GUIDELINES

YOUR REGISTRATION APPOINTMENT IS SCHEDULED FOR:

AT \_\_\_\_\_

\*\*\*PLEASE READ THIS INFORMATION CAREFULLY. IN ORDER TO AVOID DELAYING THE REGISTRATION PROCESS, BE SURE TO BRING ALL OF THE FOLLOWING ITEMS WITH YOU AT THE TIME OF REGISTRATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US BEFORE YOUR APPOINTMENT\*\*\*

#### PREVIOUS SCHOOL RECORDS

The following information should be obtained from the school the student previously attended and brought with you at the time of your registration appointment:

- \_\_\_\_\_ **Maryland Transfer Form** (if student is transferring from a Maryland school)
- \_\_\_\_\_ **School records** from previous school if attended outside of Maryland
- \_\_\_\_\_ **Student's up-to-date immunization record**
- \_\_\_\_\_ **Transcripts (most recent report card for incoming freshmen)** of student's grades from the current year and the last two previous years including all functional test scores, SAT/ACT/PSAT scores, etc.
- \_\_\_\_\_ **For special education students only** – Copy of current IEP or 504 plan and all other information pertinent to the special education needs of the student (we prefer receiving this prior to the scheduled appointment time so that the information may be reviewed and the student can be placed appropriately).

#### STUDENT IDENTIFICATION AND RESIDENCY VERIFICATION

\_\_\_\_\_ **Student's birth certificate**

\_\_\_\_\_ **Proof of residency:**

- **If you are a homeowner** – please bring your deed (signed by the court), tax bill, title, mortgage payment OR mortgage coupon book for proof of ownership
- **If you are renting your home** – please bring a signed copy of your incorporated lease, dated and signed (the parent should be the lessee and the student's name must appear as a resident).
  - **If you are renting from a private party**, the lease MUST be accompanied by one of the following: deed, signed settlement sheet, title, mortgage coupon book, mortgage payment or real estate tax bill of the property owner AND three pieces of first class mail address to the parent.
- Parents' photo identification – must have the current address or have the accompanying change of address card. If not, passport or other photo ID will suffice (BJ's membership card, employment ID badge, debit card with photo, etc).
- Three (3) pieces of official first class business mail **no more than 2 months old from date of appointment** addressed to the parent at the address indicated as residence (see reverse side for examples)

\_\_\_\_\_ **Custody/guardianship papers** which must be signed by the courts (if applicable)

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- If you and your child are living with a relative or friend, you must be approved for **"shared domicile"** enrollment through **Ms. Scharrence Richardson, Residency Officer**. You may contact her at (410) 887-6903. This process must be completed before enrollment can be done.
  - If your living arrangement is the result of loss of housing or other economic issue, please contact a **Pupil Personnel Worker (PPW)** at (410) 887-6940.
  - All agency placed, kinship care, and family hardship students must also be processed by a **PPW**.

\*\*\* A STUDENT WHO HAS FRAUDULENTLY ENROLLED IN A BALTIMORE COUNTY SCHOOL WILL RECEIVE WRITTEN NOTIFICATION FROM THE PRINCIPAL OF WITHDRAWAL IN 10 DAYS. PARENTS WILL BE RESPONSIBLE FOR TUITION FOR THE TIME SPENT IN A BALTIMORE COUNTY SCHOOL.

The following is a list of mailed documents that will be accepted:

- Federal or state income tax return for the immediate previous year
- W-2 form for the current year
- Notarized statement on company letterhead from an employer
- Mailing to the parent(s)/guardian(s) from a government agency
- Charge account/credit cards billing statement
- Bank account statement
- Utility bill
- Cable bill
- Voter's registration card
- Motor Vehicle Administration (MVA) vehicle registration
- Age of majority card from the MVA
- Notarized letter from landlord establishing shared domicile
- Court documents
- First class mail from a business or agency (must have the date on the outside of the envelope or have parent/guardian name and address on letter)
- Health center mailing of appointment verification
- Receipt for immunizations from health center
- Mailing from a Baltimore County public school or address (must have parents name, not "To the Parent/Guardian of...")
- Paycheck/pay stub stating name and address
- Other documentation acceptable to the pupil personnel worker or residency officer

**\*\*\*"JUNK MAIL" IS NOT ACCEPTED\*\*\***