

SCHOOL COUNSELING & RECORDS OFFICE – Open All Year **Monday through Friday, 7:30 am to 2:30 pm**

School Counseling: 443-809-7027

Fax: 443-809-7025

Records Office: 443-809-6996

- Schedules and bus information will be mailed in August
- School offices are open throughout the summer to accommodate parents in the registration process. The early registration of students provides the school system an opportunity to evaluate student placement and adjust staffing in response to unanticipated enrollment increases.

New Student Registration and Enrollment (by appointment only) – Contact Ms. Williams at 443-809-7027 to schedule an appointment. Student must accompany parent to the registration appointment.

All of the following documentation is required at time of registration. If you do not have all of the required documents, we cannot register your child or accept incomplete paperwork.

- Proof of residency: see “Domicile Verifications” on page 3.
- Proof of Parent identify: Parent/guardian photo ID showing current address or change of address card. If you are legal guardian, court documentation is required at time of registration.
- Three (3) address verifications: Mail from three different organizations dated within 60 days showing parent/guardian name and current address (note: does not necessarily have to be mailed – can be printed from the computer or prepared on company letterhead and handed to parent/guardian but must include parent/guardian name and current address). Other acceptable documents are in section D under “Domicile Verifications” on pg. 3
- Certificate of Birth for the student
- Immunization Record for the student
- Copy of the student’s most recent report card/transcript
- Student withdrawal packet from previous school attended: If the student is transferring from another public school in Maryland, a copy of the Maryland Student Withdrawal/Transfer Record will be required from the school student is transferring.

Have you moved? You must report all address changes within 15 days. Students who move outside of the Dundalk High School service area will require an approved Special Permission Transfer to remain at Dundalk High for any length of time. Contact Ms. Street at 443-809-6996 for information, a [Special Permission Transfer form](#), or to report an address change. All address changes must be verified. See the last section, “Domicile Verifications.” Documentation is required to verify domicile and/or update address.

Is your child a current BCPS student entering grade 9?

Baltimore County Public Schools’ Policy requires that all students entering Grade 6 and Grade 9 verify residency prior to the start of the school year. Parent/guardian must submit all of the following residency documentation to their child’s current middle school before June 30th! If you did not submit residency verification to your child’s middle school before June 30th, you will need to contact Ms. Street, Dundalk High’s Records Office, to schedule an appointment. You will need to bring in proof of residency, photo proof of

parent identity¹ and three pieces of mail dated within 60 days or your child will not be able to start the school year (see “Domicile Verifications” on pg. 3).

Leaving Dundalk High School? Call Ms. Street in the Records Office at 443-809-699 to inquire about this process. Once a written withdrawal request is submitted, allow 48 hours to process, not including holidays or weekends.

Schedule change requests? Do not request a schedule change based on teacher preference or lunch preference. Reasons to request a schedule change might include:

- Your schedule does not include a course or program for each period.
- You have been scheduled for a class in which you have already earned a credit.
- You have been scheduled for a class that you are not qualified to take (i.e., schedule shows Calculus but you have not yet taken Geometry).
- You have not been scheduled for a class that you need in order to meet graduation requirements or to complete your pathway.

How to request a schedule change (grades 10-12 only)?

- Email Ms. Harden at dharden@bcps.org. Include class to be dropped, class to be added, and reason for change.
- Contact the School Counseling Office at 443-809-7027. Ask to speak to the grade level counselor.
- At the beginning of each school year, students can walk into the School Counseling Office to request a schedule change. Contact the School Counseling Office at 443-809-7027 to find out dates and times for your grade level.

Attendance verification: Forms to be completed, such as MVA, Social Security, etc., can be dropped off to the Main Office, School Counseling Office or Records Office. Please allow 24 hours to process requests for MVA, Social Security, etc.

Work permits: Complete online at <https://www.dllr.state.md.us/labor/wages/empm.shtml>.

Colleges and careers one-stop shopping: Summer is the time to think about planning for college and career. Visit colleges, shadow people with interesting jobs, and do research. Your grade level summer assignments are located on Naviance. Update your e-mail address to receive pertinent information.

Naviance log-in website: www.naviance.com [user name = BCPS. Password = date of birth (mmddy)].

¹ Photo proof includes State of Maryland ID or driver’s license, bank or credit card with photo, photo ID for Sam’s Club, Costco, or BJ’s. If the ID includes an address, it must match the student’s current address or an address change card must be presented.

DOMICILE VERIFICATIONS

The following documents are required to verify domicile (residency) and/or update address in Baltimore County:

I. Enrollment/Change of address

- A. Proof of parent/guardian identity: A valid Maryland driver's license with photograph (the address must be current or MVA change of address card will be needed), passport, MVA identification, or other legal form of photographic identification.
- B. Proof of domicile for parent/guardian who is the homeowner. Acceptable documents are:
 - a. Deed or deed of trust that has all required signatures
 - b. Title
 - c. Mortgage coupon book
 - d. Real estate tax bill or receipt; or
- C. Proof of domicile for parent/guardian who is a renter. Acceptable documents are:
 - a. Original, current lease or rental agreement from a real estate management company or commercial lessor residential dwelling located in Baltimore County, along with all required signatures, or
 - b. Lease or rental agreement from a private party owner. The private party owner must establish ownership as outlined in paragraph III(b)(2)(b) above.
- D. Three documents from the following list must be submitted to verify parent/guardian name and address. If mail, an invoice or a statement is used, the document must be dated within 60 calendar days of the date the documents are submitted for enrollment purposes.
 - a. Federal or state income tax return for the tax year immediately preceding enrollment.
 - b. W-2 form for the prior tax year.
 - c. A statement written on company letterhead from the parent's employer which verifies the parent's current address.
 - d. Correspondence addressed to the parent(s) from an office of a federal, state, or local county governmental agency.
 - e. Charge account/credit card billing statement.
 - f. Bank account statement
 - g. Gas and electric bill
 - h. Cable bill
 - i. Voter's registration card
 - j. Motor vehicle administration vehicle registration
 - k. Driver's license, Maryland identification card, or age of majority card issued by the Maryland Motor Vehicle Administration only when document has not been used to verify proof of parent identify in paragraph i(b)(2)(a) above
 - l. Change of address notification from the United States Postal Service
 - m. Court documents
 - n. Government-issued license and/or professional certificate
 - o. First-class mail from a business or agency
 - p. Health center mailing
 - q. Mailing from a Baltimore County public school or office
 - r. Paycheck/paystub stating name and address
 - s. Other documentation acceptable to the Pupil Personnel Worker (PPW) or residency investigator (Rule 5150).
- E. All documents used to verify domicile under this subparagraph must reflect the same address in Baltimore County as indicated on the documents presented for verification of domicile.

II. Transition year verification:

- A. All resident students transitioning from (feeder schools within BCPS) Grade 5 to Grade 6 or from Grade 8 to Grade 9 will be required to verify domicile prior to the beginning of the school year. This requirement does not apply to students identified as homeless, in a shared domicile or in state-supervised care. Most of these situations will be handled with the assistance of the Pupil Personnel Office (PPW).
- B. Failure to verify domicile in the school attendance area prior to the start of the school year will result in withdrawal from assigned school.