Pikesville High School Enrollment Check List

For the child, you will need:

1.) A withdrawal packet from the previous school that indicates credits earned, test scores, a current report card, immunization record, and birth certificate. The parent must request the withdrawal packet and before student can be registered at Pikesville High School
2.) Birth certificate
3.) The student’s immunization record from the doctor or previous school
4.) Most recent report card from current school year/high school transcripts
5.) If student has an IEP or 504 Plan, a recent copy of the documents

For the parent, you will need:

1.) A photo ID for the parent, such as a driver’s license (address must match residing address on the lease/deed)
2.) In case of court involvement regarding custody, you will need documentation of custody.

*The biological parent(s) (as listed on the child’s birth certificate) or legal guardian(s) is the only person that can register a student for school

For proof of residency, you will need:

1.) **Homeowner:** You must supply one of the following documents: Deed, Current Mortgage Statement or Signed Settlement Sheet. Documents must be in the parent/guardian’s name.
2.) **Rental:** You must supply the original lease in the parent/guardian’s name (leaseholder) and must be current.
3.) **Private Lease:** A lease or rental agreement from a private party must include documents that establish ownership by the private party, such as a deed to the property, real estate tax bill for the current year, or a mortgage coupon/book/statement dates within sixty (60) days of the date submitted.
4.) **3 Pieces of Current mail:** In addition to the proof of residency, you are also required to provide 3 pieces of current mail dated within sixty (60 days) of the date of submission. The parent/guardians name must be on all three pieces of mail. The mail must be from three separate sources and original documents. (Utility Bill (BGE/Phone/Water), Mailing from BCPS, Credit Card/Bank Statement, Car Insurance Bill, Car Payment Bill, Vehicle Registration Card, Cable/Internet Bill)

Additional Forms:

1.) BCPS Consent for Release of Student Records
2.) BCPS Discretionary Medication Form
3.) BCPS New Health History Form

Please start with the Parent Focus Portal to start the enrollment process.

Contact: Ms. Harrison Counseling Secretary at Pikesville High School mharrison2@bcps.org  (443) 809-1219 with any questions.