

CHECKLIST FOR WOODLAWN HIGH SCHOOL REGISTRATION

The Following items NEED to be submitted before completing your registration.

- Completed Online REGISTRATION FORM –
<https://tinyurl.com/woodlawnhsregistration>
- *Child's PROOF OF BIRTH (i.e. Birth Certificate, Birth Registration, Passport)
- *Child's IMMUNIZATION RECORD
- *PROOF of RESIDENCE
 1. If you **OWN** your home, please provide ONE of the following: **Signed** Deed, **Signed** Settlement Sheet, CURRENT property tax bill, or CURRENT mortgage coupon book or statement
 2. If you **RENT** your home from a **CORPORATION** (apt. complex or management company), please provide: CURRENT lease
 3. If you **RENT** your home from a **PRIVATE OWNER** (those who rent from an individual, not an apartment complex or management company) please provide: CURRENT lease, **in addition to proof of ownership from the Landlord**. (signed deed, most recent property tax bill, mortgage coupon book or statement)

Proof of Residence MUST be in a parent's name or guardian's name, otherwise it is considered a **SHARED DOMICILE** If you have a Shared Domicile situation, please call the residency office, 443-809-6363, for further instructions.
- *Three (3) pieces of first-class business mail that has been received at the home within the last 60 days, in the parent or guardian's name. (i.e. BGE, cable, credit card statement, telephone bill, cell phone, doctor, lawyer, bank statement, insurance, etc.) We will need to copy the dated, postmarked envelope that is addressed to the parent OR the front of the statement which shows the parent/guardian's name, address and statement date. (no solicitations, advertisements, bulk mail, or personal mail, i.e. birthday cards or credit card requests)
- *Photo ID of Parent or Guardian
- Complete the BCPS CONSENT FOR RELEASE OF STUDENT RECORDS FORM
- Completed STUDENT HEALTH HISTORY FORM
- Completed CONSENT FOR ADMINISTRATION OF APPROVED DISCRETIONARY MEDICATIONS AND HEALTH CONTACT FORM
- Completed NEW STUDENT HEALTH HISTORY FORM
- Completed BCPS PS515 REGISTRATION FORM – If the enrollment is in-person.

Once you have completed all the above, you can scan and email these documents to kcamphor@bcps.org **AND** mfiorito@bcps.org. Please be sure to include "ENROLLMENT" in the subject box and your child's name in the email. A picture scan using your cell phone is sufficient.

If you want to bring the items in, please contact us to schedule an appointment.

If you have any questions regarding any of the above forms or requirements, please call Mrs. Camphor at 443-809-1311 or 443-809-5508.