

REGISTRATION

REGISTRATION BY APPOINTMENT ONLY

Welcome to Holabird STEM Program! In order to properly process your child's registration, it is required that you register by appointment.

Please review Registration Check Sheet prior to appointment.

ONLY A PARENT OR LEGAL GUARDIAN CAN REGISTER A STUDENT.

The following student documents are **mandatory** in order to complete a successful registration and should be included in the withdrawal packet from the student's previous school:

- ☐ Birth Certificate
- ☐ Maryland Student Transfer Record
- ☐ Most recent report card
- ☐ Copy of standardized tests/state assessments
- ☐ Copy of IEP/504 (if applicable)
- ☐ Record of Immunizations (must have 2 MMRs)

Prior to enrollment, Baltimore County Public Schools require **(1) one** of the following documents to prove residency in Baltimore County and within Holabird STEM Program's boundaries: (not sure if you reside within the Holabird STEM Program boundaries?) Log onto www.bcps.org and go to "Our Schools", "School Boundaries".

- ☐ Deed
- ☐ Title
- ☐ Real Estate Tax Bill
- ☐ A signed lease or rental agreement from a real estate management company or commercial lessor
- ☐ A signed lease or rental agreement from a private party owner
- (Documents establishing ownership by private party must also be submitted.)
- ☐ Signed Settlement Sheet
- ☐ Mortgage Coupon Book (cover and coupon)
- ☐ Receipt for Residential Dwelling Unit

Finally, the parent(s)/guardian(s) must provide a **photo identification and (3) three current** documents (dated within 60 days) to prove their name and address. These may include the following:

- ☐ -Income Tax Returns
- ☐ -Cable Bill
- ☐ -Mailing from Government agency
- ☐ -Driver's License
- ☐ -Paycheck Stub with Name/Address
- ☐ -Utility Bill
- ☐ -Employer Statement
- ☐ -Vehicle Registration
- ☐ -Bank Account Statement
- ☐ -Court Documents
- ☐ -W-2
- ☐ -Voter's Registration Card
- ☐ -Credit Card Statement
- ☐ -Maryland Identification Card

****If you are living in the residence of another person**, which is described as Shared Domicile, meaning that the parent(s)/guardian(s) and child are domiciled in Baltimore County with another person, contact the Residency Officer, at 410-887-7551. **The Residency Officer will verify your residency first**, and then you would follow the aforementioned procedures to register your child.