
REGISTRATION REQUIREMENTS

WHO MAY REGISTER A STUDENT

Only a parent or court-appointed guardian may register a student in a Prince George's County public school. If a student is residing with anyone else, they must either pay tuition to attend school (with principal's approval), obtain legal court-appointed guardianship, or apply for a tuition waiver/kinship care arrangement. For additional information, call the Department of Pupil Accounting and School Boundaries at 301-952-6302. A child **may not** be registered on a notarized statement giving guardianship.

WHO NEEDS A TUITION WAIVER

Pupils whose parent(s) or court-appointed guardian(s) is/are not bona fide residents of Prince George's County are considered non-resident pupils. Non-resident pupils may be enrolled in Prince George's County Public Schools if they are residing with a bona fide resident of the county, and have requested and been approved for a waiver of tuition/kinship care arrangement on behalf of the pupil. Waivers may be granted on the basis of extenuating circumstances of either financial hardship or home conditions. If the student, and the responsible adult with the student, identify themselves as being homeless, a waiver will be necessary only if living outside of Prince George's County. Please note that it is not necessary to apply for court-appointed guardianship to apply for a tuition waiver/kinship care arrangement.

PROOF OF RESIDENCE

Proof of residence is a prerequisite of admission to the public schools. Such proof must have the name and address of the person registering the student listed. It must also be provided to school personnel with any change in residence. The person who is registering the student in Prince George's County Public Schools for the first time must complete an Affidavit of Disclosure, as required by law, verifying their legal residence.

Proof of residence may be established by any of the following documents: settlement papers, lease agreement, rental receipt, deed of property, or a tax assessment bill. The documents must be **originals, not copies**.

NOTE: If there is a question regarding the validity of one of the proofs, school personnel may require additional information, such as a recent utility bill or employment verification.

SHARED HOUSING DISCLOSURE

If parent/court-appointed guardian does not have a lease or deed, and one is living with a friend or relative, a notarized *Shared Housing Disclosure Form*, signed by both parties detailing the living arrangement, is required. The following conditions also must be met: **1)** All parties must sign the notarized *Shared Housing Disclosure*; **2)** The relative or friend, with whom the parents reside, must show their proof of residence; **3)** The parent registering the child must present official mail to the school within 30 days of enrollment. Proof items such as a statement from an employer showing the new address, bank statements, car registration, car insurance policy, government or official correspondence, etc.; **4)** The parent should be advised that the school system reserves the right to monitor this type of proof periodically or as needed.

NOTE: A notarized *Shared Housing Disclosure* should only be used when the parent/guardian and the student are living with relatives or friends.

INTERNATIONAL STUDENTS

If the primary language is other than English or the child was born outside the U.S., or has studied in a foreign school system, please refer to the **International School Counseling Office, 301-445-8460**, for an interview and assistance in completing registration forms. *Students may not be accepted into a school until such an interview has taken place.* Prekindergarten students register directly at the school.

PROPER WITHDRAWAL FORMS

Withdrawal forms from the previous school student attended should accompany a student transferring to a new school; however, students should not be kept from registering if they have not been properly withdrawn from the previous school. The previous school should be notified that the student is now enrolled in your school and to verify grade placement.

PROOF OF AGE

Proof of age is required for prekindergarten, kindergarten, and new first grade students. Sources for birth verification include: birth certificate, hospital certificate, physician's certificate, and birth registration. The student's name, student's birthdate and parent who is registering must be listed on the proof of birth.

If a new student is already registered in one of Prince George's County public schools, the school will call the previous school to see if a copy of the birth verification is already on file in the student's folder. If a copy is on file, you will not need a new copy.

CHANGING ADDRESS

If a student changes residence, please notify the school of the current address. Each time a student moves from one address to another, even within the same school, a **PA-14, Student Registration Form**, is completed. An Affidavit of Disclosure, **PA-15**, may also be required along with the **PA-14**. If a student is moving during the summer, the child is to be withdrawn from the current school, and the new school will enter the new address.



Prince George's County Board of Education

Prince George's County Public Schools • www.pgcps.org • 14201 School Lane • Upper Marlboro, MD 20772

DEPARTMENT OF PUBLICITY AND PUBLICATIONS - COMMUNICATIONS TOOLS

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EARLY CHILDHOOD REGISTRATION

Head Start

CONTACT: Laura Barbee Matthews, *Supervisor* • Judy Hoyer Family Learning Center, 8908 Riggs Road, Adelphi, MD 20783 • 301-408-7100

Head Start is a federal program that provides comprehensive child development programs to disadvantaged children from birth to age 5 and their families. The purpose of the program is to increase school readiness of young children in low-income families. Programs are provided at various sites in the county throughout the school year and during the summer, and include services for students with disabilities.

For site locations and registration information, contact the Head Start Program Office at 301-408-7100. *Families must meet program income eligibility guidelines.*

Prekindergarten

CONTACT: Early Childhood Office • H. Winship Wheatley ECC • 8801 Ritchie Drive, Capitol Heights, MD 20743 • 301-808-2707

Prince George's County Public Schools prekindergarten program provides early childhood education to four-year-olds to help prepare them for kindergarten. As mandated by the State of Maryland, children admitted to the prekindergarten program in the public schools shall be four (4) years old on or before September 1 of the school year in which they are applying. Early entrance will be considered for children turning four (4) years of age between September 2 and October 15 of the school year for which they are requesting early entrance. Those seeking early entrance into prekindergarten must be deemed developmentally delayed based on an early entrance assessment.

For detailed information on prekindergarten admission procedures or to apply for early entrance testing, contact your boundary school. Families must meet program income eligibility guidelines. Students who meet age requirements and who are homeless will receive top priority.

Kindergarten

CONTACT: Early Childhood Office • H. Winship Wheatley ECC • 8801 Ritchie Drive, Capitol Heights, MD 20743 • 301-808-2707

As mandated by the State of Maryland, children admitted to the kindergarten program in the public schools shall be five (5) years old on or before September 1 of the school year in which they are applying. Early entrance will be considered for children turning five (5) years of age between September 2 and October 15 of the school year for which they are requesting early entrance. Those seeking early entrance into kindergarten must demonstrate developmental readiness by achieving a score of 90% or better on an early entrance assessment.

Participation in public kindergarten or an approved alternative program is required for all students in the State of Maryland. For detailed information on kindergarten admission procedures or to apply for early entrance testing, contact your boundary school.

FIRST GRADE REGISTRATION

Children admitted to the first grade in the public schools shall be at least six (6) years old on or before September 1 of the school year in which they apply for entrance. **Children cannot be enrolled in first grade unless they meet the age of entrance and have completed a public or private kindergarten program, one of the three (3) alternative program settings, or home school instruction. This applies to all children who are Maryland residents. Students who do not meet the age of entrance will be placed in kindergarten, and the parent may nominate the child for Early Entrance to First Grade.** A six (6) year-old moving into Maryland from another state who has not had kindergarten experience, may be enrolled in first grade. The parent or guardian must provide proof that they just moved into the state of Maryland and must complete the Affidavit of Disclosure (PA-15) to establish proof of their legal residence. If the parent or guardian cannot provide proof that the child attended kindergarten or one of the alternative programs, or that they are new residents of Maryland, then the child cannot be enrolled in the first grade. The child must be enrolled in kindergarten.

Questions regarding the qualifications of any alternative program providers should be directed to the Early Childhood Office, 301-808-2707.

HEALTH RELATED DOCUMENTS REQUIRED FOR REGISTRATION

CONTACT: Health Services Office • Oxon Hill Staff Development Center • 301-749-4722

Immunization record - The immunizations required before children can be admitted to school are diphtheria, pertussis (whooping cough – for children through age 6). Tetanus, polio, rubeola (measles), rubella (3-day measles), mumps, and children in preschool through grade 11 must have varicella (chicken pox) and hepatitis B vaccines.

Regulations are as follows:

1) Require two doses of rubeola (measles) vaccine for kindergarten – twelfth grade students, with both doses given on or after the first birthday and separated by at least 30 days. One dose, given after the first birthday, is required for prekindergarten students; **2)** Require one dose of mumps, rubella, and varicella vaccines given on or after the first birthday. Physician documented history of chicken pox disease is acceptable in lieu of vaccination (must include month and year); **3)** Require Haemophilus influenza (HIB) and Prevnar (PCV7) vaccines for children in preschool programs; **4)** Hepatitis B vaccination, in a series of three doses, is also required.

Physical Examination - A physical examination is recommended for each child entering the Maryland Public School System for the first time. The examination must be performed within the period of nine months before school entry to six months after entry. The form is available at each school or can be accessed from the Health Services page on the school system web site, www.pgcps.org.

Lead Screening Certificate - All newly enrolled students in pre-kindergarten through grade 1 must submit a form DHMH 4620 documenting that:

1) Blood lead testing was done; **OR 2)** The child has never lived in a targeted ZIP Code; **OR 3)** The parent has a religious objection to the testing.

The documented tests should be at 12 months and 24 months of age. Two test results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test result is required. If there is a religious objection to the blood test, a Lead Risk Assessment must be administered by a health care provider. The form is available at each school or can be accessed from the Health Services page on the school system web site, www.pgcps.org.



The Board of Education of Prince George's County does not discriminate in admissions, treatment, or employment on the basis of race, color, sex, age, national origin, religion, sexual orientation, or disability. For TTD Services/Hearing & Speech Impaired, call 301-952-6068.