



**Prince George's County Public Schools
Home Schooling Transfer Form**

This form should be completed for children who are discontinuing home schooling and enrolling in a Prince George's County Public School. The parent must complete Section I and email the form to pgcps.homeschool@pgcps.org or send the form via USPS to Oxon Hill Staff Development Center, Home Schooling Office, 7711 Livingston Road, Suite H, Oxon Hill, MD 20745. The Home Schooling Office will complete Section II and return the form to the parent. The parent will then take the form to the Prince George's County Public School of enrollment and the school will complete Section III.

Section I- Completed by Parent		
Student Last Name	Student First Name	Student Date of Birth
Parent/Guardian Last Name	Parent/Guardian First Name	Parent Contact Phone Number
Street Address	City, State, Zip Code	Parent's Email Address
Home School Start Date (Month/Year): _____		Home School End Date (Month/Year): _____
Name of Prince George's County Public School seeking enrollment: _____		
I certify that during the periods listed, my child was receiving regular, thorough instruction.		
Parent Signature: _____		Date: _____
Section II- Completed by Prince George's County Public Schools Home Schooling Office		
<input type="checkbox"/>	Reviews by PGCPS Home Schooling Office: Completed a portfolio review within the last 12 months Portfolio reviews do not verify grades, grade placement, clock hours or credits in the public school.	<input type="checkbox"/> Yes Date of last review: _____ <input type="checkbox"/> No
<input type="checkbox"/>	Supervision by Non-public Entity Registered to Supervise Home Instruction (Umbrella Program) Name of Non-public Entity Registered to Supervise Home Instruction Umbrella Program: _____	
The home schooling office has documentation to support the information above:		
Signature Home Schooling Office Designee: _____ Title: _____ Date: _____		
Section III- Completed by Prince George's County Public School of Enrollment		
Upon enrollment in a Prince George's County Public School, home schooling students should be placed in a grade according to their age. If a high school student is seeking to obtain credits, the student must take the Tests of Achievement and Proficiency for English, Math, Social Studies, Science and World Language (if applicable). Refer to Administrative Procedure 5111.2 and Administrative Procedure 5113.5.		
School Register/Counselor verify the following:		
Current age of student: _____		Temporary grade placement based on the student's age appropriate grade: _____
Check below to identify all assessments used by the school team to determine grade placement:		
<input type="checkbox"/> Informal assessments (Determined by the school team) <input type="checkbox"/> Formal assessments (Determined by the school team) <input type="checkbox"/> Tests of Achievement and Proficiency (TAP- High School Students ONLY)		
Based upon tests and/or assessments determined by the school team, the student was placed in _____ grade.		
Signature Principal/ Designee: _____ Title of Principal/Designee: _____ Date: _____		