**SHARED HOUSING UPDATE for SY20-21**

If your residency status is classified as Shared Housing, which is when the parent/guardian and the student are living with relatives or friends you must update your proof of residency for SY20-21. A notarized Shared Housing Affidavit is completed on an annual basis and the required proof of residency documentation must accompany the affidavit when it is submitted to the school.

PGCPS recently transitioned to Scribbles, an online portal, to process registrations and Shared Housing updates. This is the only way to complete the Shared Housing procedure.

Parents must create a dashboard account, complete an enrollment application, and upload their residency documentation. Please visit [https://www.pgcps.org/registration/](https://www.pgcps.org/registration/). A Shared Housing Affidavit can be downloaded from this site.

**Choose Transitioning Enrollment Option ➔ Section G. Proof of Residency ➔ Shared Housing Affidavit.** This will provide you with the information needed to update your shared housing for SY20-21. When ready, click **Register online here >>** located at the top left side of the web page.

Only upload the proof of residency documents. **Updates must be completed by September 11, 2020 and all required documents must be submitted, no exceptions.**

If further assistance is needed please contact the school office Mondays and Wednesdays from 9:00 a.m. to 2:00 p.m.