

Welcome to Prince Georges County Public Schools!

Please take the following Pre-Enrollment Survey to ensure you are adequately prepared for registration.

1. What language does the student use most often to communicate?
2. What language(s) did the student first learn to speak?
3. What language(s) are spoken in your home?
4. Are you transferring from a school or location outside the United States?
5. Has the student previously received ESOL services or been enrolled in an ESOL program?

If the language indicated is not English and/or you answered yes to more than one of the above questions, please note, your application will be first process through the International School Counseling Office. For updates, call 301-445-8460.

6. Are you living in a domicile outside of Prince George's County?
7. I am not the parent or court appointed legal guardian of the student.

If you answered Yes to 5 or 6, please call the Tuition/Kinship Office at 301-952-6302.

8. Is the student currently suspended or expelled from a school?

If you answered Yes, please call the Office of Appeals at 301-952-6195.

9. Are you unable to provide two proofs of domicile in your name? Are you currently building or purchasing a home and moving into Prince George's County within 30 days?

If you answered Yes, please call the Pupil Accounting Office at 301-952-6300.

10. Are you entering PGCPs as a current Prince George's County home schooling student? A PS-48 form the Home Schooling Office may be required. If yes, please call the Home Schooling Office at **301-333-1001**

If you answered **No** the above questions, proceed to online registration.

Prekindergarten / Kindergarten/First Grade

To be eligible for first grade, a child must be six years old on/before September 1.

To be eligible for kindergarten a child must be five years old on/before September 1.

To be eligible for prekindergarten, a child must be four years old on/before September 1.

Early Entrance into Prekindergarten/Kindergarten (Does not apply to Specialty/Charter Schools)

Prince George's County has procedures and guidelines for early entrance. Only children who become age eligible between September 2 and October 15, are eligible to apply. The deadline for current county residents to apply for early entrance **June 1**. For more information please call the Early Childhood Office at 240-724-1924.

Early Entrance into First Grade (Does not apply to Specialty/Charter Schools)

Parents interested in apply for early entry to first grade, must complete a referral application. Please contact the school directly.

PARENT REGISTRATION CHECK LIST

All parents registering in Prince George's County Public Schools must have the following:

- A. Government Issued Photo Identification for the parent/legal guardian.**
The ID must match the name on the birth certificate/guardianship papers.
- B. Original Proof of Birth for the Student with seal and parents name listed. (Not required for transitional students)**
 - Birth Certificate/Live Certificate of Birth
 - Hospital Certificate
 - Physician's Certificate
 - Baptismal or Church Certificate
 - Passport / Visa (ONLY if the student first reported to and was approved by the International School Counseling Office (ISCO) at 301-445-8460.)
- C. Letter of Approval for Informal Kinship Care/Waiver of Tuition (if applicable)**
 - If a student is **not** residing with their parent/legal guardian, that individual must either pay tuition to attend school, obtain legal court-appointed guardianship, or apply for a tuition waiver/kinship care arrangement under a documented a hardship (death, incarceration, serious illness, biological parent not named on birth certificate, drug addiction, abandonment, and/or deployment of parent). (Issued by the Office of Pupil Accounting at 301-952-6302.)
- D. Immunization Records. (Not required for transitional students)**
- E. Last Report Card/Transcript (for students previously attending school) and/or SR-7. (Not required for transitional students)**
- F. Approval letter/documentation if NOT enrolling in the neighborhood school (when applicable) (Not required for transitional students)**
- G. Proof of Residency (Original Documents)**
 - Settlement papers, lease/rental agreement, deed of property, mortgage statement, or a current property tax bill. These documents must be originals. Settlement papers, lease/rental agreements must be signed and dated by all parties. Private party leases must be notarized by the landlord or a notarized letter from the landlord must be provided with the original lease. Additional items, including 2 recent pieces of mail may be required if there are concerns about the residence, if the original term of the lease has expired, or if the ownership information is more than one year old. The additional documents must be originals, not copies. These documents must be delivered by US Postal mail and may include the following: non-cell phone bill, utility bill, credit card statement, bank statement, mail from government agencies for official correspondence (excluding PGCPSS), hospital bill, W2 forms (in Jan/Feb), or auto, home, or health insurance bills. Copies of on-line documents are not acceptable as proof of residence with the exception of an electronic commercial lease accompanied by an original letter from the property manager.

- For married couples where one spouse is the sole property owner/leasee, the property ownership/leasee documentation along with a marriage certificate and official mail of the registering spouse can be used for registration.

□ **H. Shared Housing Affidavit (if applicable)**

- Some families will not have a house or apartment of their own, but will live with a relative or friend; therefore, a notarized Shared Housing Affidavit, signed by both parties detailing the living arrangement, is required.
- The relative or friend, with whom the parents reside, must show their proof of residence as listed in Part G.
- If newly moved to the address, the parent registering the child must present official mail to the school within 30 days of enrollment. Bank statements, credit card statements, auto, renter, health insurance bill, hospital/doctor bill, paystub, government or official correspondence, etc.;
- The parent should be advised that the school system reserves the right to monitor this type of proof periodically or as needed. The documents must be originals, not copies.

NOTE: A notarized Shared Housing Affidavit should only be used when the parent/guardian and the student are living with relatives or friends and is completed on an annual basis. Additional items including recent mail may be required if there are concerns regarding the proof of residence, if the original term of the lease has expired, or if the ownership information of the relative/friends more than one year old.

Prince George's County Public Schools reserves the right to investigate domicile at any time without notification or consent whenever the authenticity of documentation are in question. Falsification or misrepresentation of residency documents is considered fraud and may result in sanctions, including the charging of back tuition, the immediate withdrawal of the student from the school system with no credits awarded, and the pursuit of criminal and civil charges.
