

PARENT TRANSITIONAL REGISTRATION CHECK LIST

All transitional families 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. 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 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.)

- C. 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 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.
 - 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.

- D. 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 C.
 - 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.