

## REGISTRATION PROCESS

Dear Parent(s)/Guardian(s):

Registration is held online via <https://pgcpsmdc.scriborder.com>. You will need to create an account to use this system. See instructions on how to create an account [here](#).

### **Timeline for Online Registration:**

June 4th -- Window opens for all Specialty Programs (including High School Specialty Programs) and Charter School students

June 8th -- Window opens for all Transitional Students. (i.e. rising middle school 6th or 7th grade and/or 9th grade)

July 1st -- All registrants who are new to the comprehensive boundary school or PGCPs

### **Items Needed for Registration:**

#### ***A. Government Issued Photo Identification for the parent/legal guardian.***

The ID must match the name on the birth certificate/guardianship papers. Presentation of photo ID does not qualify as proof of residence.

#### ***B. Original Proof of Birth for the Student with seal and parents name listed.***

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 Student 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. (Issued by the **Office of Pupil Accounting** at 301-952-6302.) A child may not be registered on a notarized statement giving guardianship.

#### ***D. Health Related Documents***

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 10 must have varicella (chicken pox) and hepatitis B vaccines.

Regulations are as follows:

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; 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; Require Haemophilus influenza (HIB) and Prevnar (PCV7) vaccines for children in preschool programs.

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 [Office of School Health](#) page.

Lead Screening Certificate -All newly enrolled students in prekindergarten through first grade 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 [School Health](#) page.

***E. Last Report Card/Transcript (for students previously attending school)***

School records and original transcripts are required of secondary students and recommended for elementary students. Recent periods of non-school attendance must be accounted for.

***F. Approval letter/documentation if NOT enrolling in the neighborhood school (when applicable)***

Parents/guardians who would like to transfer their child from their neighborhood school to another PGCPSS school may submit a transfer request during the open student transfer season which usually occurs in spring. Transfer requests to schools with enrollment that exceeds state-rated capacity will not be considered. Bus transportation is not provided for transfer students. Contact the [Office of Student Records, Transfers and Archival Services](#), at 301-567-8751, for additional information.

***G. Proof of Residency***

Prince George's County Public Schools reserves the right to investigate residency at any time without notification or consent whenever the authenticity of proofs 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.

Parents must notify their child's school when their home address changes and provide proof of their new residence. If families move out of Prince George's County, children are no longer eligible to attend Prince George's County Public Schools and will be withdrawn. If

families move out of the current school's attendance area, children are no longer eligible to attend the school and will be withdrawn.

Proof of residence may be established by a combination of the following documents:

#### Primary Proof of Residency

- Settlement papers
- Lease/rental agreement\*
- Deed of property
- Current mortgage statement
- Current tax assessment bill.

All documents must be originals. Settlement papers and 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.

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, two additional documents of recent mail (listed below) will be required.

All additional documents must be originals, not copies. These documents must be delivered by US Postal mail and may include the following:

#### Secondary Proof of Residency

- non-cell phone bill
- utility bill
- credit card statement
- bank statement
- Mail from government agencies for official correspondence (excluding PGCPs)
- Hospital bill
- Auto, home, or health insurance policies

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/lessee, the property ownership/lessee documentation along with a marriage certificate and official mail of the registering spouse can be used for registration.

If you are unable to provide two proofs of residency in your name or are currently building/purchasing a home and moving into Prince George's County prior to the end of the first quarter, contact the Office of Pupil Accounting at 301-952-6300.

Shared Housing Affidavit (if applicable)

If the family is living in the residence of a relative or a friend, a notarized **Shared Housing Affidavit (Español)**, signed by both parties detailing the living arrangement, is required.

The relative or friend, with whom the parents reside,

- **must show their primary proof of residency as listed in Part G.**
- The parent registering the child must present official mail (**secondary proof of residency listed in Part G**) to the school within 30 days of enrollment.

Parents 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.*

#### **H. Other Documents**

Please complete and upload the Questionnaire under the "Other Documents" option. ([SEE ATTACHED](#))

## **Course selection**

Professional School Counselors:

Cynthia Critten 12th Grade [cynthia.critten@pgcps.org](mailto:cynthia.critten@pgcps.org)

Lia Jones 11th Grade [lia.jones@pgcps.org](mailto:lia.jones@pgcps.org)

Alicia Greene 10th Grade [alicia.greene@pgcps.org](mailto:alicia.greene@pgcps.org)

Latasha Mann 9th Grade [latasha.mann@pgcps.org](mailto:latasha.mann@pgcps.org)

The Professional School Counselors will make their best effort to respond to your inquiries about course selection. Please be aware that they are 10-month employees, so it may take more time to receive a response than normal. Make certain that the withdrawal/transfer packet includes an official final transcript and a copy of 504/IEP (if applicable) Please also be sure to note whether your student was placed in Honors courses during the previous academic year. Your child's grade level counselor will create their schedule in accordance with MSDE graduation requirements upon review of the final transcript/report card from last school year and available course offerings. Course requests are not guaranteed and are subject to change based on student enrollment and staffing. Listed below are elective options that are available at this time:

- AP Human Geography (Grades 11 & 12) & AP Government (Grades 10 -12)
- ROTC 1, 2, 3, and 4
- Band
- Chorus
- First Year Accounting (10-12)
- Principles of Business Administration (10-12)
- Business Law 1/Business Law 2 (10-12)

## **Transportation:**

Click [here](#) to see if there is a bus assigned to your address. If there is no bus assigned to your address, you will be responsible for transporting your student to/from school until a bus is assigned. It typically takes 3 -5 working days to be assigned a bus. The Transportation Office will send out messaging on your student's bus assignment in the latter part of the Summer.

## **Free or Reduced-Price Meals**

To apply click [here](#).

**Special Transfer:**

For more information click [here](#).

**CTE Programs:**

For more information click [here](#).

Office Phone Number: 301.669.6012

Email: [cte.programs@pgcps.org](mailto:cte.programs@pgcps.org)

**Kinship Care Office:**

“Informal kinship care” means a living arrangement in which a relative of a child, who is not in the care, custody, or guardianship of the local department of social services, provides for the care and custody of the child due to a serious family hardship. To schedule an appointment with the [Kinship Care Office](#) please call **301-952-6302**.

Please be aware that certain processes may change due to COVID-19. Please check our [website](#) for information regarding these changes. If you have any additional questions please feel free to contact me.

Kind regards,

Amanda Brandon

**Amanda Brandon, MS**

School Registrar

[Gwynn Park High School](#)

[13800 Brandywine Road](#)

[Brandywine, MD 20613](#)

Counseling Office Phone: 240-348-6154

Main Office Phone: 301-372-0140 EXT. 83508

Fax: 301-372-0173