

## Registration Checklist

*Please call 410-887-5654 to make an appointment for registration at Dumbarton M.S.*

### What Parent(s) need to bring:

Please bring your child who is enrolling.

If coming from Maryland public school,

- ◆ Maryland Transfer form
- ◆ Last report card
- ◆ Standardized test results

If coming from private school or out-of state,

- ◆ Last report card
- ◆ Standardized test results

**BCPS requires all new entrants to provide residency documents. If you have questions or would like to review the requirements please go to**

**[http://www.bcps.org/system/policies\\_rules/rules/5000Series/RULE5150.pdf](http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5150.pdf), our system, policies, policy/rule 5150**

- ◆ Lease, Deed, Tax Bill, Settlement sheet or Mortgage statement
  - ◆ *If private party lease (if renting from a landlord not a leasing company) we need the deed or tax bill or settlement sheet from owner as well as a copy of your lease*
  - ◆ *If you are in a home and your name is not on the lease or deed it is a Shared Domicile/Multiple Family situation and you need to contact the residency officer at 410-887-7794*

- ◆ 3 proofs of residence (must be 3 different official documents dated within 60 days of registration)  
*Ex. BGE Bill, Comcast bill, Verizon bill, Credit or bank statement, mail addressed to you, Voter registration card, Tax return, Pay stub, Motor Vehicle Registration, MTA letter, W-2 form, Mailing from Baltimore County, etc.*

- ◆ Picture ID with correct address/change of address card or no address at all (Drivers license, passport, work ID, etc.)

- ◆ Birth Certificate or Passport of child

- ◆ Completed Immunizations

- ◆ \$5 for Hall Lock to be purchased at registration appointment (only needed at appointment time if registering during school year)

- ◆ 17 Dollars for Gym Uniform/PE Lock (We prefer exact cash) Checks made out to Dumbarton Middle School (This is only needed if registering during the school year) to be purchased in PE (Art Sketch book \$5 and music books to be purchased at school store)

### Misc.

- ◆ IEP or 504 if applicable
- ◆ Proof of Guardianship if registrant is not a biological child
- ◆ Proof of custody if parents are divorced or separated
- ◆ Documentation of Advanced Academic placement if appropriate

*If you have questions or cannot produce all of these documents please call us at 410-887-5654 before coming in for your appointment.*