

# Registration Checklist

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

## **What Parent(s)/Guardian(s) need to bring:**

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)

- 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 443-809-7794.
- 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

## **Forms (found online or can be completed at the time of registration):**

- [School Registration Form](#)
- [Consent for Administration of Approved Discretionary Medications and Health Contact Information](#)

## **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.*