



OFFICE OF THE CHIEF EXECUTIVE OFFICER

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Dear Parents and Guardians,

All students transitioning between schools are required to provide updated proof of residence. The residency requirement is established by State law (COMAR) and further clarified by local Board of Education policy and administrative procedures. Enrollment is subject to audit by the Maryland State Department (MSDE) and penalties are assessed for violations; therefore, it is important for school principals/registrars at all schools to maintain accurate and current information about each student.

When your child enters a different school for any reason, you must complete registration documents for the new school. In order to avoid delays at the start of the school year and to assist in developing student schedules, you must complete the registration documents online. If you have completed registration at a program school and provided updated residence information, notify your current school of the pre-registration. The previously accepted proof of age, guardianship, and immunization can be used, but updated proof of residence is required.

In order to complete the registration process, you must do the following:

- Complete a Student Registration Application online- visit <https://pgcpsmdc.scriborder.com/> and select Transitional Enrollment.
- Proof of residence may be established by uploading the following documents: settlement papers, lease/rental agreement, deed of property, mortgage statement, or a current property tax bill. Settlement papers, lease agreement, and rental agreements must be signed and dated by all parties. Additional items, including 2 recent pieces of 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 is more than one year old. These documents must be items date within 30 days of submission and may include the following: non-cell phone bill, utility bill, credit card statement, bank statement, mail from government agencies (excluding PGCPS) for official correspondence, hospital bill, W2 forms or auto, home, or health insurance policy. On-line pdf documents are acceptable as proof of residence. Electronically signed leases are **ONLY** acceptable through a commercial property and/or management company. Private party leases must be notarized by the landlord or a notarized letter from the landlord must be provided with the original lease.
- Proof of residence for families using Shared Housing Affidavits must include a new notarized affidavit (the relative or friend, with whom the parent(s)/guardian(s) resides, must show their proof of residence as indicated above) **plus two additional proofs**. These documents must be items dated within 30 days of submission and may include the following: non-cell phone bill, utility bill, credit card statement, bank statement, mail from government agencies (excluding PGCPS) for official correspondence, hospital bill, W2 forms or auto, home, or health insurance policy.

Parents of transitioning students should complete registration documents online. If applicable, student schedules will be held if this data is not complete. Until acceptable proof of residence is received, the student is noncompliant with the Board of Education policy and procedure and may not attend the new school for the 2022-2023 school year. **Students without the appropriate residency verification will be withdrawn no later than the first day of school.** Your assistance in easing the transition between schools is appreciated. Please contact your local school for additional information.

Sincerely,

Monica E. Goldson, Ed.D.
Chief Executive Officer