Dear Parent/Court-Appointed Guardian:

Welcome to the Prince George’s County Public Schools (PGCPS). In accordance with PGCPS enrollment policy, all school registrars/records secretaries must verify the residency of prospective students. Prior to enrolling at a school, all parents/court-appointed guardians must provide school personnel with proof of residency. In a shared housing situation, the parents/court-appointed guardian must satisfy the following residency requirements.

1. Complete and have notarized the Shared Housing Affidavit. The form is to be completed annually by you and the homeowner/renter as long as the parent/court-appointed guardian is residing in a shared housing status. When returning this form to the home school, please attach the homeowner’s/renter’s proof of residency.

2. Within thirty (30) calendar days of your child’s enrollment, you will be required to present a minimum of two (2) recent original official pieces of mail. Examples of official mail are: income tax form 1099 (preaddressed), official government correspondence, gas bill, water bill, and/or electric bill. If the school does not receive this documentation, your child will be withdrawn.

3. Understand it is your responsibility to notify the school of any change in your residence.

4. Understand that failure to provide proof of residency or updated information on request will result in your child(ren) being withdrawn.

If you have any questions or concerns, please contact the school.

________________________________   _______ ___________________________
Parent Signature     Registrar/Records Secretary Signature

____________________    ____________________
Date        Date