

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-7</b>
<b>Subject:</b> <b>ENROLLMENT RESIDENCY REQUIREMENTS</b>	<b>Date of Issue:</b> <b>10/1/82</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>6/30/06</b>

I. Policy 430

II. Procedures

A. Residency Requirements

1. Students who are in residence with a parent, legal guardian, or kinship care.
  - a. Kinship care is defined as 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. (See Reg. 400-81 "Kinship Care.")
  - b. Residence is defined as a fixed, regular, and adequate nighttime residence located within the boundaries of Frederick County.
  - c. Legal guardian is defined as one who is appointed by the court.
2. Students who are not considered bona fide residents:
  - a. Are residents of another state and who attended public school in Maryland under a cooperative agreement with the local education agency.
  - b. Are residents of another state and who are placed in a foster care home or residential facility in Maryland by an out-of-state agency, which is financially responsible for the student's education.
  - c. Do not have a parent or legal guardian residing in Maryland who is temporarily living in Maryland for the primary purpose of attending public schools. This determination should be made on an individual basis by the director of student services. These students will be subject to tuition.
3. Students who may be considered bona fide residents:
  - a. Have been determined to be bona fide residents of Maryland in accordance with local education agency policies and procedures. This includes students who do not have a parent or legal guardian residing in Maryland but who have been determined to be living in Maryland for reasons other than the primary purpose of attending public schools in Maryland.

- b. Homeless students, as defined by 42 U.S.C. Section 11302, are students who:
- (1) Lack a fixed, regular and adequate nighttime residence; or
  - (2) Have a primary nighttime residence that is:
    - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill);
    - An institution that provides temporary residence for individuals intended to be institutionalized; or
    - A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(Students described in (2) above should be included in regular student enrollment reports.)

NOTE: Refer to Reg. 400-55 for additional information regarding enrollment of homeless students.

- c. Students who do not have a parent or legal guardian residing in Maryland but who have been determined to be living in Frederick County for reasons other than the primary purpose of attending Frederick County Public Schools. These students may be granted a waiver of tuition due to hardship as determined by the director of student services and accounting.
- d. Students from another country who are attending school in Frederick County under a Maryland State Department of Education approved program, which provides for waiver of tuition.

## **B. Enrollment Procedures**

### **1. New Students**

When presented with a new student wishing to enroll, school based personnel shall, in the following order:

- a. Have parent or guardian fill out the Frederick County Public Schools Enrollment Form. The following documents may be submitted as evidence of date of birth but not limited to: birth certificate, hospital certificate, physician's certificate, baptismal or church certification, parent's affidavit, passport/visa.
- b. Verify that the child resides in Frederick County. The parent or legal guardian (through the courts) must reside in Frederick County, and if not, they must be referred to the director of student services and pupil accounting for approval.
- c. Verify that the child resides in the school's attendance area or has completed an out-of-attendance area form and submitted it to the pupil personnel worker for approval.
- d. Obtain proof that the child has received all required vaccinations.

e. Maintain records as follows:

- Education Article Section 7-403 and COMAR 10.06.04 establish immunization requirements for enrollment in schools. The Department of Health and Mental Hygiene Form (DHMH 896) shall be used to record compliance with this law and regulation.
- Side one of DHMH 896 is used for immunization history data for ALL students entering the public schools of Maryland regardless of age. Each student record file MUST contain an original or photocopy of DHMH 896. The 896 must be maintained in the student's school at all times.
- When vaccines are administered subsequently to completion of an 896, the date of the additional dose should be indicated, initialed, and dated on the original 896, or a new 896 may be generated.
- The sex, county, school, grade and parent/guardian information are printed on the card for the convenience of the user. Completion of these items is optional.
- A student who is not in compliance with this requirement shall be temporarily admitted to or retained in a school if the student, parent or guardian presents evidence of an appointment with a health care provider or health department to:
  - (1) Receive a required immunization,
  - (2) Reconstruct lost records, or
  - (3) Acquire evidence of age-appropriate immunity.

The date of the appointment may not be later than 20 calendar days following the date the student was temporarily admitted or retained. (COMAR 10.06.04.05.) Evidence should be submitted in writing and be attached to DHMH 896.

- Should a student require several vaccinations over an extended period in order to comply with the school-entry requirements, written documentation from the physician or clinic shall be attached to the DHMH 896 reflecting the dates that these vaccinations are to be received.
- Should a student not receive the missing vaccinations as per the written documentation, the student shall be excluded from school until such proof can be provided.
- A student who is homeless shall not be excluded from school for noncompliance with the immunization requirement for school entry. Documentation supporting the homeless status of the student should be attached to the DHMH 896. The designated school health professional should continue to work with the student, family, and local health department to obtain required proof of immunity.

**STUDENT RECORD CARD DATA ELEMENTS IMMUNIZATION DATA DHMH 896**

<u>DATE ELEMENT</u>	<u>ITEM/CODE</u>	<u>DESCRIPTION</u>
Legal names	Last/First/Middle	Full legal name in the order requested.
Sex	Male/Female	Use is optional. Mark appropriate box.
Birth Date	Month/Day/Year	Full birth date in the order requested.
County/School		Use is optional.
Grade		Use is optional.
Parent/Guardian	First and Last Name Mailing Address	Use is optional. Complete the address of the student's name and parent/guardian, as of the date the form is completed.
Record of Immunization	Date	For each vaccine, indicate by vaccine type and chronological order the date (month/day/year) and dose number that the child received. Month/year dates shall be acceptable based on the recommendation for the vaccine by the Dept. of Health and Mental Hygiene.
Signature	Name	The written or stamped signature of the person who administered the vaccine(s), or copied the immunization history from an individual's record to this form, or certified that immunization dates are contained in a computer database. Parent signature is not valid.
Title	Job Title	Official capacity or title of person signing this form.
Date	Month/Day/Year	Date when information is entered on this form and signed.
Lost or Destroyed	Parent Signature	Upon signature of this portion by parent/guardian, the Record of Immunization section must be reviewed and completed by the local health department. Parent signature without local health department review is not acceptable.
Medical Contraindication	Permanent or Temporary, and Vaccine(s)	Mark appropriate box and indicate expiration date for temporary conditions. Also indicate specific vaccine(s) and reasons.
Signature	Name/Date	The written or stamped signature of a physician or health department official and date.
Religious Objection	Signature of Parent/Guardian, Date	The written signature of the parent or guardian and the date it was signed.

NOTE: Should the school receive a DHMH 896 that contains vaccine information and a signature without a title or date, the school official shall confirm the title of the original signatory and fill it in on the form. The school official taking such steps shall also sign, title, and date the form.

- f. If the child is a transfer student, a call to the previous school may be made to request records.  
  
NOTE: FCPS has the authority to obtain discipline and expulsion records when a student transfers from another school system. The superintendent may deny admission to a student who is currently expelled from another school system for a period of time equal to the expulsion.
- g. Enroll any child who responds "no" to the following questions:
  - (1) Is the predominate language spoken at home a language other than English?
  - (2) Was the first or primary language of the student a language other than English?
  - (3) Is the language the student uses with peers a language other than English?
- h. For any child responding "yes" to one or more of the questions above, school based personnel shall:
  - (1) Record the name, address, and phone number of the parents/guardians as well as the name and phone number of the sponsor or a contact person, if any, who can serve as an interpreter.
  - (2) Contact the ESL registrar and schedule an appointment for an assessment and enrollment conference.
  - (3) If the ESL registrar cannot be reached, give the parents/guardians the ESL registrar's phone number, and have them contact the ESL registrar for an appointment.
- i. Any student coming from an alternative educational setting should be referred to the Office of Student Services.
- j. Any student coming from a separate special education day school or nonpublic facility should be referred to the office of special education.
- k. Any student 6 years of age coming from an educational system where kindergarten was not required will be given a waiver of the kindergarten requirement and placed in the first grade. Upon request by the parent/legal guardian, the school may test the student and a joint decision can be made to place the student in the kindergarten program.

2. Proof of residency

All students are required to provide to the local school a copy of a document providing proof of bona fide residency. Proof of bona fide residence will be required each time a student enrolls in a Frederick County Public School, re-enrolls in a Frederick County Public School, transfers from one Frederick County Public School to another, or upon the request of the local school.

Documents used to provide proof of bona fide residency include, but are not limited to:

- a. A current property tax bill.
- b. A current rental bill.
- c. A current utility bill.
- d. In instances where the owner/leaser of the home in which the child lives is not the parent/guardian of the child, the owner/leaser of the home will provide a signed, notarized affidavit verifying that the child and the parent/guardian reside at that address. The owner/leaser of the home will also provide a copy of a current property tax bill, rental bill or utility bill to provide proof of their residency.

## C. Procedures for Student Accounting

### 1. Introduction

The master file created for attendance record keeping is used for various administrative purposes: homeroom sectioning; course scheduling; student testing; the production of labels used for student record cards, and student enrollment.

Various reports are prepared from the student master file for the federal, state and local authorities and are used for reimbursement based on the enrollment of Frederick County students.

In computerized student accounting, the procedure starts with the student master file, which must contain certain basic information required by the attendance application. Each month changes are processed to provide an accurate status of the school population. Adequate checks and balances are incorporated in the procedure to ensure that the data is correct.

### 2. Computerized Enrollments – New Students

School officials are required to enroll students in the on-line school database. The data may be collected from the parents on the enrollment form supplied by the Office of Student Services. The following items are requested:

#### (1) Student ID Number

The ID number will be assigned by the computer. It is a sequential number assigned as students enter Frederick County Public Schools. Do not attempt to develop a new ID number on your own.

The student number assigned by the enrollment program must be used for the scholastic lifetime of a student. If a student moves to other locations in Frederick County, the student ID number must be used in the new school.

If a student moves out of the county and returns to the same or another school in Frederick County, the same ID number will be reassigned.

If a new number has been assigned to someone having a previous number and the change is in the current year, the old number should be reassigned.

#### (2) Student Name

The legal name of a student permits school officials to gather and record data pertinent to that particular student. The student number assigned must be permanently assigned, even when the student's name is changed by legal action. Nicknames should not be used.

The middle name should be entered in the MI field. If a student has no middle name, the characters, NMI should be entered to specify that the student has neither a middle name nor middle initial.

Regardless of parental requests, the full legal name should be used when available. (Hispanic names may be hyphenated placing the child's middle name (father's last name) before the mother's last name. Example: Juan Perez Gomez as shown on birth certificate would be listed as first name Juan (no middle initial) and last name Perez-Gomez.

(3) Sex Code

M - Male, F – Female

Routine monitoring of the listing should be done after entry into the student file.

(4) Birth Date

In non-graded schools, the birth date is used to identify the year in school.

(5) Address

The full name and address of the custodial parent should be entered.

(6) Race

Proper assignment of race is important for statistical reports, especially for state and federal government requests. The race categories are:

- American Indian or Alaskan Native      A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian/Pacific Islander      A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- African American      A person having origins in any of the black racial groups in Africa.
- White      A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic      A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

(7) Grade Level

Grade level is necessary for state reporting and student testing. Grade level is required on the enrollment screen and must be employed for grade identification.

(8) Eligible for Busing

Eligible to be transported at public expense.

Enter "yes" for students enrolled as of September 30 if:

- (a) Student lives one mile or more from elementary, middle, or combined school attended;
- (b) Student lives one and a half miles from secondary school attended;
- (c) Student's transportation is approved by the local school transportation office for a reason other than (a) or (b) above (e.g., a student encountering unsafe conditions between home and school attended; a student with disabilities).

(9) Enrollment Type

Status information entered by the school official will remain constant until changed by withdrawal, transfer, or reentry.

(See Coding Enrollment and Coding Withdrawal Information sheets as follows.)

**CODING ENROLLMENT INFORMATION**

Entry Status: Enter the code that describes the student at time of entry.

**Entry Status Code**

- R- Student is entering school for the first time in the current August-to-June reporting period. He has not been previously enrolled in any school or in any other section of this school during the current school term.
- E- Student is entering by transfer from another school (in or out of the local unit) attended during the current August-to-June reporting period unless he has been enrolled in this school earlier in this school term (see "N" below). With the exception of entry codes 01, 02, 08, and 09, use the same codes as entry status R.
- N- Re-entries - Student is returning to school following a withdrawal termination from any school during the current reporting period.

**Type of entry:**

Type of entry codes are used to provide a year-by-year continuous record of a student's successive school affiliations. Enter the code that best describes the student's last school affiliation (if any) prior to his entry into this school. If there has been a break in the student's continuous school enrollment, use the code that describes the last school attended prior to withdrawal.

**Code Type of Entry (Status Code R & E)**

- 01 First entry into any school - usually kindergarten or first grade, or first entry into any school from parent teaching (i.e., home schooling).
- 02 Continuing in the same school.

**Code Type of Entry (Status Code R & E)**

- 08 Re-entry after involuntary withdrawal, by the school or local administration, from school during any reporting period prior to the current August-to-June reporting period.
- 09 Re-entry after voluntary withdrawal, by the student, from school during any reporting period prior to the current August-to-June reporting period.
- 10 By transfer from another public school in the local unit.
- 13 By transfer from a Maryland public school outside the local unit.
- 14 By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school.
- 15 By transfer from a nonpublic school in the same local unit.
- 16 By transfer from a Maryland nonpublic school outside the local unit.
- 17 By transfer from a United States nonpublic school in another state or territory of the United States.

- 18 By transfer from a school (public or nonpublic) of a foreign country.
- 21 By transfer from an evening high school program.
- 22 By transfer from a state institution in Maryland with an educational program.
- 24 Parent teaching (home instruction) COMAR 13A.10.01.01.
- 25 Schools in improvement.
- 26 Unsafe school choice.
- 27 Homeless.

**Code** **Type of Entry (Status Code N)**

- 06 Re-entry after involuntary withdrawal, by the school or local administration, from school during the current August-to June reporting period
- 07 Re-entry after voluntary withdrawal, by the student, from school during the current August-to-June reporting period

**Date of Entry**

Enter two-digit numbers (month/day) to record date of entry as follows:

- (a) For all students with entry status "R" who enter on or before September 30, the date of entry is the first day of school if they fall into one of the following categories:
    - (i) Student is continuing in the same school as previous year. (Entry Code: 02)
    - (ii) Student is transferring from another school in the local unit because of administrative decision, promotion, or change of residence. (Entry Code: 10)
    - (iii) Student registered for enrollment prior to the opening of school.
    - (iv) Student actually registered and attended on the first day of school.
- NOTE: Students in categories (i), (ii), and (iii) above are marked absent if they do not report on the first day and are marked absent each successive day until they do report. If they have not reported on or before September 30, they are withdrawn according to instructions specified under "Date of Withdrawal."
- (b) For all students not included in (a) above, the date of entry is the first day the student attends class in the school. Included will be:
    - (i) Students with enrollment status "R" who were not enrolled in the local unit at the end of the last school term, who were not registered prior to opening of school, and who were enrolled on or after the second day of school; and
    - (ii) All students with entry status "E" or "N."

**CODING WITHDRAWAL INFORMATION**

Withdrawal status: In general, a student will withdraw because of transferring to another school, termination of formal education, or completion of a high school program. Enter the code that specifically describes the reason for withdrawal:

**Withdrawal Status Code**

- T** - Transferred to another school.
- W** - Terminated formal education.
- C** - Completed high school program.

**Type of Withdrawal:** Enter the code that specifically describes the cause of withdrawal.

**Code   Type of Withdrawal Transfers   (Withdrawal Status: T)**

If a student and/or his parent or guardian informs the school that he will transfer to another school in Frederick County or elsewhere, he must not be removed from the present school's roll until a request for records has been obtained from the receiving school. If a request for records is not received in ten (10) days, the pupil personnel representative must be informed. The pupil personnel representative will assist the school to determine the location and educational program status. When a request for records is received, the school should send the records. If the request comes from a school outside the State of Maryland, copies of the student's record cards are to be sent and the originals kept at the school. If the request comes from within Frederick County or other Maryland counties, the original student record cards are sent and copies are retained by the sending school. The sending school will retain the copies until they are assured that the sent copies have been received.

- 10   Transfer to another public school in the local unit.
- 13   Transfer to another Maryland public school outside the local unit.
- 14   Transfer to a public school in another state or territory of the United States, or to a United States overseas dependent school.
- 15   Transfer to a nonpublic school in the local unit.
- 16   Transfer to a Maryland nonpublic school outside the local unit.
- 17   Transfer to a nonpublic school or another state or territory of the United States.
- 18   Transfer to a school (public or nonpublic) of a foreign country.
- 21   By transfer to an evening high school.
- 22   By transfer to a state institution in Maryland with an educational program.
- 24   Parent teaching (home instruction) COMAR 13A.10.01.01.

**Code Terminations (Withdrawal Status: W)**

- 30 *Illness.* An illness of such severity that it would preclude the implementation of any education program. A medical certification shall be required verifying the nature of the illness and the approximate length of time the student will be withdrawn.
- 31 *Academic.* Student, 16 years and older, who drops out due to lack of academic success including low grades and/or grade retention.
- 32 *Discipline.* Student, 16 years and older, who voluntarily drops out due to continual disciplinary problems as documented by multiple office referrals and/or suspensions but who has not been formally expelled from school.
- 33 *Lack of Interest.* Student, 16 years and older, who drops out of school due to a lack of personal motivation or interest to continue his/her education.
- 34 *Employment.* Certified by documentation and the student is unwilling to remain in a regular or alternative educational program.
- 35 *Marriage.* Certified by documentation.
- 36 *Military Service.* Certified by documentation.
- 38 *Court Action.* A student who is committed by court order to an institution without an educational program.
- 39 *Economic Reasons.* A student, 16 years and older, who leaves school due to a lack of financial resources and/or lack of family support or has caretaker responsibility for the extended family, excluding his/her own children as documented by social agency.
- 40 *Expulsion Under Age 16.* Required withdrawal from school for disciplinary reasons of a student under 16 years of age by the direction of the superintendent or designee.
- 41 *Immaturity.* Immaturity under age six. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation.
- 42 *Special Cases.* Other reasons with superintendent's approval (for students under 16 years of age).
- 43 *Death*
- 44 *Parenting.* Any married or unmarried student, 16 years and older, who leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her children.
- 46 *Expulsion Age 16 and Over.* Required withdrawal from school for disciplinary reasons of a student, age 16 years and older, by the direction of the superintendent or designee.
- 50 *Whereabouts Unknown.* Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school or whose whereabouts are unknown as documented by an appropriate school official; a student who is a runaway as documented by an appropriate governmental agency (e.g., Department of Juvenile Services); a student who is known or suspected to be abducted, as documented by an appropriate governmental agency (e.g., law enforcement officials or social security).
- 71 *Pregnancy*

**Code   Completion of Program   (*Withdrawal Status: C*)**

- 60   Completed requirements for Maryland high school Diploma.
- 62   Student with a disability who completed requirements for Maryland high school certificate.
- 70   Early college admission, normally after grade 11.

**Date of Withdrawal**

Enter two-digit numbers (month/day) for date of withdrawal as follows:

- (a) Students who are scheduled for enrollment but do not report on the first day of school are marked absent until they report for class. Continuous absence should be investigated. If it is determined that the student will not enter, he should be withdrawn and the date of withdrawal recorded. The student's name will thus be eliminated from the current year's register of attendance and reported as a summer withdrawal.
- (b) For withdrawals during the school year, the date of withdrawal is the date of the first school day after the last day of membership.
- (c) By September 30, all students on the roll who have not reported during the month of September should be withdrawn. For withdrawals occurring during the summer, the date of withdrawal should be a date between the close of school in June and the opening of school for the next regular school term. Examples: 1) If a student on the roll in June of a regular term notifies the school that he will not return the following fall, the date of withdrawal should be August 1; 2) if a student's withdrawal does not become known until after the regular fall term has begun, the recorded date of withdrawal should be a date prior to the opening of school for that term; and 3) if a student notifies a school during the summer that he will not return for the fall term, the date of such notification may be used as the date of withdrawal. (Alternate-A local unit may arbitrarily establish a specific date for all summer withdrawals.)

**D. Miscellaneous**

1. Home and Hospital Student Record Keeping  
Students receiving home and hospital teaching should be maintained on the regular school roll and counted as present, except when a student is not available for home and hospital teaching services, then he/she is counted absent.
2. Student Deletions  
Student deletions are implemented by the Office of Student Services upon notification by the school. Prekindergarten and kindergarten students previously deleted should be coded as W-41.
3. Student Labels  
After the September roster is established, the school should print a set of labels to be affixed to the cumulative record cards of each kindergarten student.
4. Transfers  
A transferred student is one who enters a new school in Frederick County. When a student is transferred during the school year to another school, his/her data record is retained for informational purposes at the previous school and a new data record is created at the new school.

5. Homeroom Sectioning

This field is intended for elementary school use only. Secondary schools use the first-period class as homerooms. Homeroom maintenance is usually done with the update function of the enrollment program (one student at a time). If there are many students with homerooms that need changing, the sectioning program can be used again. Homeroom numbers may be assigned sequentially or by room numbers up to four positions.

6. Prescheduling

The first phase of the scheduling process is to identify which students will be enrolled in your school next year.

a. Promotions & Non-Promotions (Enter appropriate code.)

01 - Promoted (Students automatically promoted by computer.)

02 - Not Promoted(Enter an "N" to retain a student.)

Underclassmen should be promoted, unless they have been identified as non-promotions.

If the student is in the last grade level for the school, the student should have a schedule in the secondary school. If the student is in the last grade level for school and does not have a schedule in another school, he is promoted according to the Frederick County feeder school pattern. If a student has a schedule in another school but has transferred out of the county, he will not be enrolled in any school for the coming school year and his schedule is deleted from his next school.

b. Time Schedule

Refer to Regulation 200-35 - "Annual Organization Report"

NOTE: Frederick County Public Schools will follow the *Guidelines for Student Accounting for State Aid for Current Expense Purposes*. (COMAR 13A.02.06 - Annotated Code of Maryland §§ 5-202, 8-105.)

Approved:

*Original signed by*

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Linda D. Burgee  
Superintendent

(For School Use Only)

Enrollment Date _____	Student ID# _____	Bus # _____	School# _____
Enrollment Code _____	Teacher Name _____	Walker _____	

### Frederick County Public Schools Enrollment Form

School \_\_\_\_\_

Legal Name of Student \_\_\_\_\_

First Middle Last Date of Birth Sex

<b>Do you have a proof of custody/guardianship? (Birth certificate/guardianship papers)?</b>	Yes	No
<b>Do you have current proof of residency?</b> Gas, Electric, Water Bill    Signed Lease Agreement    Other (PPW permission required)		
<b>Do you have proof of immunization for your child?</b>	Yes	No
<b>If you do not have all boxes marked yes, please see secretary. MD COMAR requires all the above before a child can attend/enroll in school.</b>		

Is there a court order concerning custody? Yes No N/A

Is there a "NO CONTACT" order? Yes No

\* If there is a NO CONTACT order in any legal form of documentation, FCPS must have a copy to honor the request.

Evidence of Date of Birth: (check one and retain copy)

- Birth Certificate   
 Physician's certificate   
 Church Certificate   
 Passport/Visa   
 Hospital Certificate   
 Parent's Affidavit  
 Other (specify) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ GRADE: \_\_\_\_\_

Ethnic Background:  AMERICAN INDIAN/ALASKAN NATIVE     ASIAN/PACIFIC ISLANDER     AFRICAN AMERICAN     WHITE     HISPANIC

Primary language spoken in home: \_\_\_\_\_ Student's First Language \_\_\_\_\_

Country of Birth \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Student Address \_\_\_\_\_

Would you like your child listed in student directory information?

Yes No

Is this an out of district residence? Yes No

Is your current address a temporary living arrangement? Yes No

School Last Attended \_\_\_\_\_

If yes, is this temporary living arrangement due to lack of housing or economic hardship?

Yes No

Date Last Attended \_\_\_\_\_

Address \_\_\_\_\_

Is your child eligible for free/reduced meals?

Yes No

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

If coming from out of county/state, has your child ever attended a Frederick County Public School  Yes  No

If yes, please specify: \_\_\_\_\_

Is the student currently expelled or suspended from another school?  Yes  No If yes, school will refer to PPW

Is the student transferring from an alternative school?  Yes  No If yes, school will refer to PPW

#### Special Services

Was child enrolled in a special program?  Yes  No Specify: \_\_\_\_\_

Special Education    Hours of Service    Court Placement    Residential    Other

Was child enrolled in a 504 plan?  Yes  No

English Language Learner  Yes  No

Circle One    Beginner    Intermediate    Advanced

Student Support Teacher Services  Yes  No

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
(Relationship to Student)

\_\_\_\_\_  
(Relationship to Student)

\_\_\_\_\_  
Parent/Legal Guardian address (if different from student)

\_\_\_\_\_  
Parent/Legal Guardian address (if different from student)

Home Telephone \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Cell Telephone \_\_\_\_\_

Cell Telephone \_\_\_\_\_

Are you a seasonal agricultural migrant worker?  Yes  No  
Employed on Federal Property?  Yes  No

Are you a seasonal agricultural migrant worker?  Yes  No  
Employed on Federal Property?  Yes  No

**OTHERS IN THE HOUSEHOLD:**

NAME	DATE OF BIRTH	RELATIONSHIP TO STUDENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DAY CARE PROVIDER:**

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

**PERSON(S) TO BE CONTACTED IN AN EMERGENCY (Other Than Guardian):**

- Name \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Work Telephone # \_\_\_\_\_

Relationship to Student \_\_\_\_\_
- Name \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Work Telephone # \_\_\_\_\_

Relationship to Student \_\_\_\_\_

<p><b>HEALTH CONCERNS</b> (Takes medication regularly, wears glasses, hearing problem, allergies, diabetic, etc.)</p> <p>Describe: _____</p> <p>Immunization record on file? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has the child received a physical examination in the past 9 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is DHMH on file? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: <input type="checkbox"/> Insufficient financial resources <input type="checkbox"/> Lack of access to care</p>
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<p><b>Community Services (optional)</b> If your family has been in contact and/or has received services from outside agencies, please indicate below: ( i.e., Mental Health, Social Services, Community Agency School Services (CASS).</p> <p>_____</p>
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**DISCLAIMER**

Your son/daughter \_\_\_\_\_ has been enrolled on the basis of available information. Upon receipt of all records and information, formal enrollment will be completed. Any person who willfully makes a material misrepresentation shall be subject to a penalty payable to the county for three times the pro rata share of tuition for the time the child fraudulently attends a Frederick County Public School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian