Dear Parent/Guardian:

Thank you for contacting Division of School Climate and Safety, Department of Social and Emotional Support, Office of Pupil Personnel Services, and Responsive Student Programming to enroll your child(ren) in the Baltimore County Public Schools. Attached please find a copy of the Baltimore County Public Schools Shared Domicile Disclosure Form. Please read and complete the form carefully.

In accordance with the Board of Education of Baltimore County (Board) Policy 5150 entitled, STUDENTS: Enrollment and Attendance, the process for establishing a shared domicile arrangement is outlined in the rule. Attached is a copy of Rule 5150 for your review.

If your change in status is the result of eviction, foreclosure, or loss of housing due to economic hardship, please immediately contact this office.

When the Shared Domicile Disclosure Form is signed by both the homeowner or leaseholder and parent or legal guardian and all the required documents are available, please contact the residency investigator at the email listed below. You will need to provide the following items as outlined in Rule 5150.

- Photo identification. If an address appears on the identification, it must match the address on the other documents.
- Three (3) PIECES OF FIRST-CLASS MAIL or Documents, dated within the last sixty (60) days with your name and current address.
- Proof of property ownership or a signed copy of the current lease.
- The signed Shared Domicile Disclosure Form. (both the homeowner or leaseholder and parent or legal guardian)

Once all your documents are available email to jyoung@bcps.org. Student(s) will not be enrolled in Baltimore County Public Schools until the shared domicile verification process has been completed and approved.

If you have any questions regarding the shared domicile verification process, please contact me at jyoung@bcps.org.

Sincerely,

Jeannette Young

Jeannette Young
Residency Investigator
NE Office of School Climate
Stemmers Run Middle
201 Stemmers Run Road
Baltimore, MD 21221

Attachments: 3 [SHARED DOMICILE DISCLOSURE FORM, POLICY AND RULE 5150]