



## Enrollment Requirements

How do you enroll your child in Howard County Public Schools?

1. Students must be registered by their custodial parent (biological, adoptive, legal guardian). Custodial parent must submit proof of custody.
2. Parent must live in the actual school district in which student will be enrolled.
3. Parent must provide the following:
  - A. Parent picture ID
  - B. Signed, original lease or deed with signatures
  - C. One of the following with parent's name and address on it:
    - current telephone bill (non-cellular)
    - current gas and electric bill
    - current cable bill
  - D. Student's proof of birth (birth certificate, passport/visa, physicians certificate, baptismal or church certification, hospital certificate, parents affidavit, birth registration)
  - E. Proof of custody (divorce settlement papers, court papers, adoption papers)
  - F. Student's current proof of immunization
4. If there are special circumstances that prevent fulfillment of the above requirements, contact the school's Pupil Personnel Worker to help facilitate the registration.
5. If you are new to Howard County and were born outside of the US and/or need ESOL services, contact the International Student Registration Center for assessment and registration at 410-313-1525 or 410-313-7102.

**Any deviation from the stated requirements must be approved by the Office of Pupil Personnel at the Department of Education before a student is officially enrolled.**