

# Student Registration and Records Office - Open All Year

Counseling Office Phone: (443) 809-0102

[Margie Titus](#), Secretary

[Michelle Bell](#), Department Chair

Fax: 443-809-0101

Records Office Phone: (443) 809-0301

[Cheryl Johnson](#), Records Secretary

Fax: 443-809-0101

New Student Registration and Enrollment - By appointment only

Contact [Margie Titus](#) to schedule an appointment or call (443) 809-0102. [BCPS Student Registration Procedures](#)

All of the following documentation is required at time of registration. If you do not have all of the required documents, we cannot register your child or accept incomplete paperwork.

1. Proof of Residency (one of the following):
  - a. If you are living with family or friends, you will need a Shared Domicile Approval before scheduling a registration appointment. Contact [Mike Roberts](#), Pupil Personnel Worker or call (410) 887-7551 to schedule an appointment.
  - b. Homeowners Proof of Domicile: Acceptable documents include one of the following: Copy of your Deed that has all required signatures; Title; Mortgage coupon book; Real estate tax bill or receipt.
  - c. Renters Proof of Residency: A copy of your Lease/Rental Agreement with all required signatures.
  - d. Private party rentals also require a homeowner proof of domicile as noted above.
2. Proof of Parent Identity:  
Parent/Guardian Photo ID showing current address or change of address card. If you are a legal guardian, court documentation is required at time of registration.
3. Three (3) Proofs of Address:  
First class mail from 3 different organizations dated within 60 days showing parent/guardian name, current address. Other acceptable documents are on the following page.
4. Certificate of Birth
5. Immunization Record
6. Copy of the child's most recent Report Card
7. Student withdrawal packet from previous school attended: If the student is transferring from another public school in Maryland, a copy of the Maryland Student Transfer Record will be required from the school student is transferring.

Have you moved? Submit required documents to Cheryl Johnson anytime your address changes!

1. Current Lease, Deed, Mortgage Coupon Book or Real Estate Tax Bill
2. Photo Identification with address change card
3. Three (3) current proofs of mail showing date and address (dated within 60 days)

Student Records and Transcript Requests? Contact [BCPS Transcript Office](#) or call (443) 809-6360.

Leaving Chesapeake High School? Transfer and Withdrawal Packet Requests

Call Ms. Johnson in the Records Office at (443) 809-0301. A withdrawal packet is required when your child transfers to another school or district. Allow 48 hours to process.

BCPS Students Entering Grade 9 Required Documents – Due Before June 30th

Baltimore County Public Schools' policy requires that all students entering Grade 6 and Grade 9 verify residence prior to the start of the school year. Parent/Guardian must submit all of the following documents requirements to their current middle school before June 30th.

1. Current Lease, Deed, Mortgage Coupon Book or Real Estate Tax Bill
2. Photo ID with address change card
3. Three (3) current proofs of mail showing date and address (dated within 60 days)

If you did not submit required documents prior to June 30th, contact Ms. Johnson to schedule an appointment to provide required documents.