

# Welcome to Chesapeake High School STEM Academy

1801 Turkey Point Road - Essex, MD 21221

**Summer Hours are Monday - Friday from 7:30 a.m. - 2:30 p.m.**

**Closed 12:00 p.m. - 12:30 p.m. for lunch**

**Regular Schools Hours: 7:30 a.m. - 3:30 p.m.**

## **Registration Appointment Request:**

Sarah Fitzgerald, Counseling Office Secretary

Email: [sfitzgerald@bcps.org](mailto:sfitzgerald@bcps.org)

Phone: 410-887-0102

Fax: 410-682-3426

Main Office: 410-887-0100

## **Records and Transcript Request:**

Cheryl Johnson, Records Secretary

Email: [cjohnson4@bcps.org](mailto:cjohnson4@bcps.org)

Phone: 410-887-0100

Fax: 410-682-3426

Main Office: 410-887-0100

## **When should I register my child?**

Schools are open throughout the summer to accommodate parents in the registration process. The early registration of students provides the school system an opportunity to evaluate student placement and adjust staffing in response to unanticipated enrollment increases.

## **What information do I need to register a child?**

**Important: If you do not have all of the required documents, we cannot register your child or accept incomplete paperwork.**

### **Required Registration Documents:**

Proof of Baltimore County residency in accordance with [Rule 5150](#)

#### **1. Deed or Lease**

**Note: If you are living with family or friends, you will need a shared domicile approval before scheduling a registration appointment. Contact Salim Barrouk at (410) 887-7580.**

#### **2. Photo ID**

#### **3. Three (3) proofs of residency**

**First class mail dated within 60 days. 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 (if applicable)**

- If the student is transferring from another public school in Maryland, a copy of the Maryland Student Transfer Record will be required. This form may be obtained at the school from which the student is transferring.
- Most importantly, contact the appropriate school prior to registration. Schools are open throughout the summer to accommodate parents during the registration process.

## **How can I help my child make a smooth transition to a new school?**

- Arrange a time to meet with the counselor at the school to discuss any concerns you may have about your child's adjustment to the new setting.
- Encourage your child to become involved in school activities.
- Finally, take an active role in your PTA and consider becoming a school volunteer so that you and your family quickly becomes a part of your new school community.

## **How can I obtain more information about the Baltimore County Public Schools?**

- Visit BCPS Website: [Baltimore County Public Schools](http://www.bcps.org) (<http://www.bcps.org>)

**The following documents are required to verify domicile in Baltimore County:**

**a. Proof of Parent Identity**

- (1) A valid driver's license with photograph, passport, motor vehicle administration identification, or other legal form of photographic identification.
- (2) A document used for photo identification only may not be used to verify domicile.

**b. Proof of domicile for homeowner – Acceptable documents are:**

- (1) Deed or deed of trust that has all required signatures.
- (2) Title.
- (3) Mortgage coupon book.
- (4) Real estate tax bill or receipt.
- (5) If a home has just been purchased and no deed is available, proof of purchase may be submitted. Within 30 days of enrollment, the parent must submit a deed or a deed of trust with all required signatures.

**c. Proof of domicile for renter – Acceptable documents are:**

- (1) Original, current lease or rental agreement from a real estate management company or commercial lessor for a residential dwelling located in Baltimore County, along with all required signatures.
- (2) Lease or rental agreement from a private party owner. The private party owner must establish ownership as outlined in paragraph III.B.2.b. above.

**d. "Three" documents from the following list must be submitted to verify parent name and address. If mail, an invoice, or a statement is used, the document must be dated within 60 calendar days of the date the documents are submitted for enrollment purposes.**

- (1) Federal or state income tax return for the tax year immediately preceding enrollment.
- (2) W-2 form for the current year.
- (3) A statement written on company letterhead from the parent's employer which verifies the parent's current address.
- (4) Correspondence addressed to the parent(s) from an office of a federal, state, or local county governmental agency.
- (5) Charge account/credit card billing statement.
- (6) Bank account statement.
- (7) Gas and electric bill.
- (8) Cable bill.
- (9) Voter's registration card.
- (10) Motor vehicle administration vehicle registration.
- (11) Driver's license, Maryland identification card, or age of majority card issued by the Maryland Motor vehicle Administration only when document has not been used to verify proof of parent identity in Section III.B.2.a. above.
- (12) Change of address notification from the United States Postal Service.
- (13) Court documents.
- (14) Government-issued license and/or professional certificate.
- (15) First-class mail from a business or agency.
- (16) Health center mailing.
- (17) Mailing from a BCPS school or office.
- (18) Paycheck/paystub stating name and address.
- (19) Other documentation acceptable to the Pupil Personnel Work (PPW) or residency assistant.

**3. All documents used to verify domicile under this section must reflect the same address in Baltimore County.**

**C. Transition Year Verification**

1. All resident students transitioning from Grade 5 to Grade 6 and from Grade 8 to Grade 9 will be required to verify domicile prior to the beginning of the school year.
  - a. This requirement does not apply to students identified as homeless, in a shared domicile, or in state supervised care.
2. Failure to verify domicile in the school attendance area prior to the start of the school year shall result in the student's withdrawal from school.