

## INCOMING REGISTRATIONS FOR THE 23-24 SCHOOL YEAR

Registration appointments are in 15min increments and for traditional enrollments only. Appointments who are late are subject to being rescheduled. All items must be present at the time of the appointment. We will not accept partial registration. All residency documents are subject to review by Pupil Personnel Worker or Administration.

To schedule a registration appointment, please contact Ms. Harrison, School Counseling Secretary at (443) 809-1219. If appointment times do not work, the items listed on the enrollment checklist may also be emailed to [mharrison2@bcps.org](mailto:mharrison2@bcps.org) with Enrollment and your child's name as the subject.

Shared domiciles (Shared Domicile is when the parent/guardian is not the lease holder/homeowner) must be done through the residency office at (443) 809-6940.

### **Come to your appointment with the following:**

- Proof of Baltimore County residency in accordance with Rule 5150 (**Deed or lease and photo ID with 3 proofs of residency; example Utility Bill (BGE/Phone/Water), Mailing from BCPS, Credit Card/Bank Statement, Car Insurance Bill, Car Payment Bill, Vehicle Registration Card, Cable/Internet Bill**)
- Birth certificate
- Immunization record
- Copy of the child's most recent report card
- Sealed withdrawal packet from previous school

### **What's next?**

- Once the form has been submitted, school staff will begin the registration process. Again, the registration process is not complete until all necessary documentation has been provided.
- School staff will notify families once registration is complete or identify what additional documentation is needed to finalize the registration.

**Pikesville High School is committed to you completing the enrollment process as quickly as possible so please feel free to call us at (443) 809-1219 with any questions you have.**