



Please start with the Parent Focus Portal to start the enrollment process.

Contact: Ms. Harrison Counseling Secretary at Pikesville High School mharrison2@bcps.org (443) 809-1219 with any questions.

Pikesville High School Enrollment Check List

For the child, you will need:

- 1.) A withdrawal packet from the previous school that indicates credits earned, test scores, a current report card, immunization record, and birth certificate. The parent must request the withdrawal packet and before student can be registered at Pikesville High School
- 2.) Birth certificate
- 3.) The student's immunization record from the doctor or previous school
- 4.) Most recent report card from current school year/high school transcripts
- 5.) If student has an IEP or 504 Plan, a recent copy of the documents

For the parent, you will need:

- 1.) A photo ID for the parent, such as a driver's license (address must match residing address on the lease/deed)
- 2.) In case of court involvement regarding custody, you will need documentation of custody.

*The biological parent(s) (as listed on the child's birth certificate) or legal guardian(s) is the only person that can register a student for school)

For proof of residency, you will need:

- 1.) Homeowner: You must supply one of the following documents: Deed, Current Mortgage Statement or Signed Settlement Sheet. Documents must be in the parent/guardian's name.
- 2.) Rental: You must supply the original lease in the parent/guardian's name (leaseholder) and must be current.
- 3.) Private Lease: A lease or rental agreement from a private party must include documents that establish ownership by the private party, such as a deed to the property, real estate tax bill for the current year, or a mortgage coupon/book/statement dates within sixty (60) days of the date submitted.
- 4.) 3 Pieces of Current mail: In addition to the proof of residency, you are also required to provide 3 pieces of current mail dated within sixty (60 days) of the date of submission. The parent/guardians name must be on all three pieces of mail. The mail must be from three separate sources and original documents. (Utility Bill (BGE/Phone/Water), Mailing from BCPS, Credit Card/Bank Statement, Car Insurance Bill, Car Payment Bill, Vehicle Registration Card, Cable/Internet Bill)

Additional Forms:

- 1.) BCPS Consent for Release of Student Records
- 2.) BCPS Discretionary Medication Form
- 3.) BCPS New Health History Form