



STUDENTS: Enrollment and Attendance

In accordance with §7-101 of the Education Article of the *Annotated Code of Maryland*, any child five (5) years old or older and under twenty-one (21) years of age and who is domiciled with the child's parent/legal guardian in Baltimore County, shall be admitted to Baltimore County Public Schools ("school") without the payment of tuition and shall attend his or her assigned home school unless a special transfer has been approved in accordance with Board of Education Policy and Superintendent's Rule 5140.

I. DEFINITIONS

- A. "Baltimore County Public Schools Employee" means "Public School Employee," "Confidential Employee," "Supervisory Employee" or "Management Employee," as defined by §6-404 and §6-501 of the Education Article of the *Annotated Code of Maryland*.
- B. "Child" means an individual not currently enrolled in Baltimore County Public Schools.
- C. "Child of Employee" means a natural or foster child, a child under the legal guardianship of an employee, or a stepchild, when the employee's spouse resides with the employee and is the child's natural parent.
- D. "Fraudulent Enrollment" means intentional misrepresentation of material fact regarding domicile or the failure to notify Baltimore County Public Schools of a change in domicile within ten (10) school days.
- E. "Parent(s)/guardian(s)" means a natural parent, education guardian, parent surrogate, foster parent, court-appointed attorney, or court-appointed special advocate acting on behalf of the child in state-supervised care, or individual acting as a parent in the absence of a parent.
- F. "Residential Dwelling Unit" means one or more rooms in a residential building or structure, such as a house, apartment, condominium or trailer that is used for living purposes.
- G. "Student" means an individual currently enrolled in Baltimore County Public Schools.

- H. “Informal Kinship Care” means a living arrangement in which a relative of a child, who is not in the care, custody, or guardianship of the local department of social services, provides for the care and custody of a child due to a serious family hardship as defined by §7-101 of the Education Article of the *Annotated Code of Maryland* and if the parent(s)/guardian(s) is domiciled outside of Baltimore County but inside the state of Maryland.
- I. "Relative," for the purpose of determining informal kinship care, means an adult related to the child by blood or marriage within the fifth degree of consanguinity.
- J. “Timely Filed” means an appeal has, within the allotted time period, been delivered to the appropriate Board of Education office for each level of appeal, postmarked, or deposited in the U. S. Mail as registered or certified mail.
- K. “School day” means any day that central offices of Baltimore County Public Schools are open for business, including summer weekdays.

II. Resident Student

A. Verification of Domicile

When registering for enrollment into school, proof that the child is domiciled in Baltimore County with the child’s parent(s)/guardian(s) is required. Domicile is determined on a case-by-case basis, and the burden of establishing the child’s domicile with the parent(s)/guardian(s) is on the child and the parent(s)/guardian(s). Verification of domicile requires at least five (5) documents from the parent(s)/guardian(s), including a photo identification (with or without address), deed/lease (or other acceptable document listed under II.A.1. below), and three pieces of mail or documentation as listed under II.A.2. below and dated within sixty (60) days of the date submitted. All documents must reflect the same address in Baltimore County. If an address appears on the document used for photo identification, it also must reflect the same address as all other submitted documents. Students will not be enrolled unless and until all documentation is complete.

- 1. Photo identification, examples include driver’s license, Maryland identification card, or age of majority card from the motor vehicle

administration. If used for photo identification, the document may not be used to verify address.

2. Prior to enrollment, the principal or his/her designee will require as proof of the child's domicile with the parent(s)/guardian(s), one of the following documents, subject to verification:
 - a. Deed establishing ownership of a residential dwelling unit in Baltimore County in which the child is domiciled with the child's parent(s)/guardian(s).
 - b. Signed settlement sheet establishing ownership of a residential dwelling unit in Baltimore County in which the child is domiciled with the child's parent(s)/guardian(s).
 - c. Title establishing ownership of a residential dwelling unit in Baltimore County in which the child is domiciled with the child's parent(s)/guardian(s).
 - d. Mortgage coupon book establishing ownership of a residential dwelling unit in Baltimore County in which the child is domiciled with the child's parent(s)/guardian(s).
 - e. Real estate tax bill or receipt for residential dwelling unit in Baltimore County in which the child and parent(s)/guardian(s) are domiciled. If any portion of the residential dwelling unit, either owned or rented, lies within Baltimore County, as determined by the real estate bill, the student may attend the designated Baltimore County Public School.
 - f. Lease or rental agreement from a real estate management company or commercial lessor to the parent(s)/guardian(s) for a residential dwelling unit located in Baltimore County in which the child and parent(s)/guardian(s) are domiciled.
 - g. Lease or rental agreement from a private party owner to the parent(s)/guardian(s) for a residential dwelling unit located in Baltimore County. Documents that establish ownership by the private party of the property in Baltimore County, such as a deed to the property, real estate tax bill for the current year,

or a mortgage coupon book/statement dated within sixty (60) days of the date submitted must also be submitted to provide proof of ownership by the private party lessor/owner.

3. In addition to the requirements set forth in Section II.A1.a.-g., parent(s)/guardian(s) must present a photo identification and three of the following documents to establish name and address. The documents used must be from different sources. If mail is used, it must be post marked within 60 days of the date submitted. The acceptability of all documentation is subject to review and approval by the school principal or his/her designee. Additional documentation may be required when discrepancies exist within documents submitted regarding the domicile of the parent(s)/guardian(s).
 - a. Federal or state income tax return for the immediate previous year
 - b. W-2 form for the current year
 - c. Notarized statement on company letterhead from an employer
 - d. Mailing to the parent(s)/guardian(s) from a government agency
 - e. Charge account/credit card billing statement
 - f. Bank account statement
 - g. Utility bill
 - h. Cable bill
 - i. Voter's registration card
 - j. Motor Vehicle Administration vehicle registration
 - k. Driver's license, Maryland identification card, or age of majority card from the Motor Vehicle Administration that was not previously used as photo identification

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- l. Change of address notification from The United States Postal Service
 - m. Court documents
 - n. Government-issued license and/or professional certificate
 - o. First class mail from a business or agency
 - p. Health center mailing
 - q. Mailing from a Baltimore County public school or office
 - r. Paycheck/paystub stating name and address
 - s. Other documentation acceptable to the pupil personnel worker or residency officer
4. If the domicile of the student and/or parent(s)/guardian(s) changes at any time, the parent(s)/guardian(s) is responsible for notifying the student's school immediately. The parent(s)/guardian(s) must verify the new domicile in accordance with this rule and Policy 5150 *STUDENTS: Enrollment and Attendance*. Failure to notify the school of change in domicile within ten (10) school days may result in the student being withdrawn. Continued enrollment in the current school is subject to the provisions of Board of Education Policy and Superintendent's Rule 5140 *STUDENTS: Enrollment and Attendance*.
5. Resident Informal Kinship Care: In accordance with §7-101 of the Education Article of the *Annotated Code of Maryland*, procedures in Rule 5150, IV.B. 9. a. may be applied to resident students.
6. Resident Hardship: Procedures in Rule 5150, IV.B. 9. b. may be applied to resident students.

B. Shared Domicile Arrangement

The parent(s)/guardian(s) may prove residency through a shared domicile arrangement. If the parent(s)/guardian(s) states that the child is domiciled with the parent(s)/guardian(s) in a residential dwelling unit located in

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Baltimore County with another person or persons, the parent(s)/guardian(s) is required to complete the shared domicile arrangement process with the residency officer (pupil personnel workers may also process shared domicile applications) servicing the local school.

1. Process for establishing shared domicile arrangement is as follows:
 - a. The parent(s)/guardian(s) must contact the residency officer serving the school attendance area in which the child and parent(s)/guardian(s) will be domiciled.
 - b. The residency officer will forward to the parent(s)/guardian(s) the Baltimore County Public Schools Shared Domicile Disclosure Form, which the parent(s)/guardian(s) must complete, sign, and have notarized. This form can also be obtained at the student's school or at www.bcps.org/system/policies_rules/5000toc.htm.
 - c. The owner or leaseholder of the residential dwelling unit in which the child and parent(s)/guardian(s) are domiciled must produce the documentation set forth in Section II.A.1.a.-g. to establish the ownership or leaseholder interest.
 - d. The owner or leaseholder of the residential dwelling unit must sign and have notarized the Shared Domicile Disclosure Form.
 - e. The parent(s)/guardian(s) must submit to the residency officer a photo identification and three (3) items of proper documentation of residency listed in Section II.A.2.a.-t. to establish name and address.

- f. The residency officer will meet with the parent(s)/guardian(s), review all documentation presented, verify that the documentation complies with this rule and Policy 5150 *STUDENTS: Enrollment and Attendance*, and approve or deny enrollment. In cases involving leaseholders, the shared domicile applicants must be listed as occupants on the lease.
- g. If approved, enrollment by shared domicile arrangement is for the current school year only. To be considered for enrollment in any subsequent year, the parent(s)/guardian(s) must complete and submit to the school by June 30, the Shared Domicile Disclosure Renewal Form. The five required documents for proof of domicile, as outlined in Section II.A.2. a.-s. must be submitted with the renewal form to the school. A new shared domicile disclosure form must be submitted to the residency officer if the renewal process is not completed by June 30.

III. Baltimore County Public Schools is subject to the requirements of the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001. Principals or their designees shall immediately refer homeless children and youth or those that appear to be homeless to the pupil personnel worker or school-based homeless liaison. Such students shall be immediately enrolled pursuant to federal law and Pupil Services 512 (PS 512), “Procedures for the Education of Homeless Children and Youth.” Case management will be provided by the pupil personnel worker. For homeless students or students who appear to be homeless, please refer to PS 512, “Procedures for the Education of Homeless Children and Youth.”

IV. Nonresident Student

- A. A child may attend Baltimore County Public Schools as a nonresident student even if the child is not domiciled in Baltimore County with his/her parent(s)/guardian(s) only upon the specific, written authority from the Superintendent and/or the pupil personnel worker. Principals are not authorized to approve enrollment of nonresident students without such written authorization.

If approved, nonresident enrollment will be for the current school year only. To be considered for enrollment in any subsequent year, the parent(s)/guardian(s) must complete and submit to the pupil personnel

worker by June 30, the nonresident application form. The five required documents for proof of domicile, as outlined in Section II.A.2. a.-t., must be submitted with the application for annual review by the pupil personnel worker.

- B. In accordance with §7-101(b)(2) of the Education Article of the *Annotated Code of Maryland*, the Superintendent may allow a child to attend Baltimore County Public Schools even if the child is not domiciled in Baltimore County with the child’s parent(s)/guardian(s) if
1. A child is placed in a Baltimore County adoptive home, foster home and/or residential institution as a child in an out-of-county or out-of-state living arrangement as defined in §4-122 of the Education Article of the *Annotated Code of Maryland*. Financial responsibility for children in out-of-county or out-of-state living arrangements will be assessed in accordance with §4-122 of the Education Article of the *Annotated Code of Maryland*. In accordance with §4-122 of the Education Article of the *Annotated Code of Maryland*, an out-of-state agency that arranges for a child’s placement for adoption in Maryland is not responsible for paying the educational costs associated with the child.
 2. The student is a foreign student on a J-1 visa and is sponsored by a school exchange program approved by Baltimore County Public Schools.
 3. The child’s parent(s)/guardian(s) provides appropriate documentation, such as a settlement sheet or lease agreement, that the child will be domiciled with his or her parent(s)/guardian(s) in Baltimore County prior to November 1 of the school year. Upon approval by the pupil personnel worker, the child shall be admitted at the beginning of the school year without payment of tuition. After November 1, if the child is not domiciled with his or her parent(s)/guardian(s) in Baltimore County, tuition shall be charged from the beginning of the school year until the end of the first marking period/quarter and the student will be withdrawn at the end of the first marking period/quarter of the school year. (See Section IV.D. Tuition).
 4. A student’s family moves from Baltimore County during the school year, the student may complete that marking period in his/her current

Baltimore County Public School as a nonresident student. Tuition shall be paid in full within thirty (30) calendar days by the student's parent(s)/guardian(s) for the remainder of that marking period/quarter. (See Section IV. D. Tuition)

5. A student has completed grade 11 in a Baltimore County high school and the parent(s)/guardian(s) moves from Baltimore County, that student may complete grade 12 in his/her current Baltimore County public school. Tuition shall be paid by the student's parent(s)/guardian(s). (See Section IV.D. Tuition) Failure to pay annual tuition in full by the end of the first semester will result in withdrawal at the end of the first semester.
6. A child is a patient at a hospital, sanitarium or convalescent home located in Baltimore County. Tuition shall be paid by the child's parent(s)/guardian(s). (See Section IV.D. Tuition)
7. The child of a Baltimore County Public Schools employee may be enrolled as follows:
 - a. A child of an employee may attend the school that is within the attendance area of the primary work site of the employee regardless of the school's overcrowded conditions as defined in Superintendent's Rule 5140, Section III. B. 8.
 - (1) Tuition shall be assessed at \$1,000 if the child is enrolled prior to January 1 and the employee is domiciled within the state of Maryland. Tuition shall be assessed at \$500 if the child is enrolled after January 1, or if the child is enrolled in a half-day kindergarten program, and the employee is domiciled within the state of Maryland. If employment of parent(s)/guardian(s) ends during that school year, the student may complete that marking period/quarter in his/her Baltimore County public school.
 - (2) If the employee is domiciled outside of the state of Maryland, tuition fees shall also include the state per pupil basic cost for the school year of enrollment in accordance with §5-201 of the Education Article of the *Annotated Code of Maryland*. (See Section IV.D.

Tuition) If employment of parent(s)/guardian(s) ends during that school year, the student may complete that marking period/quarter in his/her Baltimore County public school.

- b. If the requested school is a magnet school, the child of an employee must qualify for admission in accordance with Board of Education Policy and Superintendent's Rule 6400, *Instruction: Magnet Schools and Programs*, and Board of Education Policy and Superintendent's Rule 5140 *STUDENTS: Enrollment and Attendance*.
8. The child is domiciled with the parent(s)/guardian(s) in an adjoining Maryland school system that in an unusually isolated geographic location adjoining Baltimore County, upon request of the Superintendent of Schools of that school system and approval of the Superintendent of Baltimore County Public Schools. The case will be referred to the pupil personnel worker for processing. Tuition shall be paid by the sending school system. (See §4-12) of the Education Article of the *Annotated Code of Maryland*.
9. There are two instances of serious family hardship, which are identified as informal kinship care or nonresident serious family hardship.
 - a. **Informal Kinship Care:** If the applicant is an adult related to the child by blood or marriage within the fifth degree of consanguinity and, on behalf of the child and/or parent(s)/guardian(s), can establish through documentation in accordance with §7-101 of the Education Article of the *Annotated Code of Maryland* that the child is residing with the applicant as a result of the serious family hardship, and if the parent(s)/guardian(s) is domiciled outside of Baltimore County but within the state of Maryland, the pupil personnel worker shall permit the child to be enrolled upon receipt of a complete Affidavit of Informal Kinship Care and required supporting documentation of the serious family hardship. The appropriate Baltimore County Public Schools' offices within Student Support Services, Accounting, and Student Data will submit billing documents for reimbursement to other Maryland counties for nonresident students enrolled in

Baltimore County Public Schools under informal kinship care.

- (1) One or more of the following shall be considered as serious family hardships, for purpose of enrollment under the informal kinship care provision:
 - (a) Death of father/mother/legal guardian
 - (b) Serious illness of father/mother/legal guardian
 - (c) Drug addiction of father/mother/legal guardian
 - (d) Incarceration of father/mother/legal guardian
 - (e) Abandonment by father/mother/legal guardian
 - (f) Assignment of father/mother/legal guardian to active military duty
 - (2) The following are not to be considered serious family hardships:
 - (a) Presence in Baltimore County primarily for improved quality of education;
 - (b) Presence in Baltimore County primarily because of adverse conditions in or dissatisfaction with the child's prior school system;
 - (c) Parent(s)/guardian(s) placing the child with the caretaker for child care purposes. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason, refer to Section III and PS 512.
- b. Nonresident Serious Family Hardship: If the applicant, on behalf of the child and/or parent(s)/guardian(s), can establish through documentation that the child is residing with the applicant as a result of serious family hardship but does not

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qualify for enrollment under the provision of the informal kinship care arrangement and if the parent(s)/guardian(s) is domiciled outside of Baltimore County, then the Superintendent and/or residency liaison may allow the child to be enrolled. Tuition shall be paid by the child's parent(s)/guardian(s). (See Section IV.D. Tuition.)

- (1) One or more of the following shall be considered as serious family hardships, if applicable to either parent(s)/guardian(s) and accompanied by the unavailability of the/a second parent(s)/guardian(s), for purpose of enrollment under this provision:
 - (a) Death of father /mother/legal guardian
 - (b) Serious illness of father/mother/legal guardian
 - (c) Drug addiction of father/mother/legal guardian
 - (d) Incarceration of father/mother/legal guardian
 - (e) Abandonment by father/mother/legal guardian
 - (f) Assignment of father/mother/legal guardian to active military duty
 - (g) Child abuse or neglect
 - (h) Physical or mental condition of father/mother/legal guardian such that he/she/they cannot provide adequately for the child's care and supervision
 - (i) Financial circumstances of father/mother/legal guardian making it a hardship for him/her/them to provide for the child's care and supervision
- (2) The following are not to be considered serious family hardships:
 - (a) Presence in Baltimore County primarily for improved quality of education;

- (b) Presence in Baltimore County primarily because of adverse conditions in or dissatisfaction with the child's prior school system;
- (c) Parent(s)/guardian(s) placing the child with the caretaker for child care purposes. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason, refer to Section III and to PS 512.

C. Process to enroll as a child in informal kinship care or as a nonresident student for serious family hardship is as follows: A child may be enrolled as a nonresident student for the current school year only upon express written authorization of the Superintendent and/or pupil personnel worker. Any request for enrollment in Baltimore County Public Schools for a child who is not domiciled with the child's parent(s)/guardian(s) in Baltimore County must be referred to the pupil personnel worker for investigation and processing.

A child will not be enrolled as a nonresident student unless and until approved by the pupil personnel worker. The affidavit to enroll a child in informal kinship care or application to enroll nonresident student for serious family hardship must be completed and submitted by the applicant to the pupil personnel worker, on behalf of the child.

1. The applicant, on behalf of the child, must complete verification of Baltimore County domicile as outlined in Section II. In cases of agency placement, the foster parent or authorized agency representative of a residential facility must complete verification of domicile as outlined in Section II of this rule.
2. For applications based on nonresident serious family hardship, after collecting all documentation of serious family hardship, the pupil personnel worker will refer the case to the residency liaison for review and a decision. If the application is denied, the parent(s)/guardian(s) or applicant should be advised of the necessity to enroll the child in the school system serving the area of the domicile of the child and parent(s)/guardian(s).

3. For applications based on informal kinship care, after receiving an affidavit verifying an informal kinship care relationship and required documentation in accordance with §7-101 of the Education Article of the *Annotated Code of Maryland*, the pupil personnel worker will approve enrollment of the child and will forward the affidavit and supporting documentation to the residency liaison for further processing.
4. Enrollment as a nonresident student or a child in informal kinship care is approved for the current school year only. A new affidavit or new nonresidency application with updated supporting documentation must be submitted to the pupil personnel worker at least two weeks prior to the beginning of the school year for each year for consideration of enrollment in the subsequent school year.

D. Tuition

In accordance with Board of Education Policy 3610 and Superintendent's Rule 3611, Non-Instructional Services; Fees, Gifts and Property Disposition, tuition for nonresident students shall be established annually by the Board of Education. Requests for waiver of tuition shall be granted if the child's parent(s)/guardian(s) provides documentation that the child meets the criteria for a free lunch, reduced priced lunch, or medical assistance. A nonresident student whose tuition payments are in arrears will be withdrawn at the end of the semester. A nonresident student having an unpaid tuition balance will not be approved for re-enrollment as a nonresident student in subsequent years. Unpaid tuition balances will bar a student from enrollment.

An out-of-state agency that arranges for a child's placement for adoption in Maryland is not responsible for paying the educational costs associated with the child.

V. Fraudulent Enrollment

- A. If it is determined that a student fraudulently enrolls in Baltimore County Public Schools, the student will be withdrawn from the school within ten (10) school days upon written notice from the principal. The parent(s)/guardian(s) shall be financially liable for tuition for the entire time of fraudulent enrollment or attendance. (See Section IV.D. Tuition) In the case of a child in informal kinship care, any person who willfully makes a material misrepresentation shall be subject to a penalty payable to the

Baltimore County Public Schools for three times the pro rated share of tuition for the time the child fraudulently attends any Baltimore County Public School.

- B. In the case of a fraudulent shared domicile, the pupil personnel worker and/or residency officer may require the homeowner/leaseholder whose name and signature appear[s] on the shared domicile application to be present for the review of the parent's/guardian's application and documentation. Failure of the homeowner/leaseholder whose name and signature appear on the shared domicile application to be present at the application review upon request of the pupil personnel worker and/or residency officer may result in the withdrawal of the student from school.
- C. No waiver of tuition will be granted for the past or continued enrollment of a student determined to be fraudulently enrolled in a Baltimore County Public School.

VI. Appeal Process

If the child, parent(s)/guardian(s), applicant, or relative disputes whether the child meets Baltimore County Public Schools' enrollment requirements, the parent(s)/guardian(s) may appeal the decision not to enroll or the decision to withdraw.

- A. The residency liaison of the Office of Pupil Personnel Services will act as the designee for the Executive Director of Student Support Services in issuing decisions in all residency appeals. To initiate an appeal, the parent(s)/guardian(s), applicant, or relative must file a written notice of appeal to the residency liaison within ten (10) school days of the date of the withdrawal notice or within ten (10) school days of the notice of denial of a request of enrollment. The residency liaison will make every effort to issue a written decision within thirty (30) school days of the receipt of the written appeal.
- B. If the appeal is denied, the matter may be further appealed by filing a written notice of appeal to the Superintendent within ten (10) school days of the date of the decision of the residency liaison. The Superintendent or designee will make every effort to issue a written decision within ninety (90) calendar days of the receipt of the appeal.

- C. If the Superintendent or Superintendent's Designee denies the appeal, a further appeal may be taken to the Board of Education ("Board") in accordance with Board of Education Policy 8339, Appeal Before a Hearing Examiner, by filing a written notice of appeal with the Board within thirty (30) calendar days of the date of the decision of the Superintendent/superintendent's designee.
- D. If the student is enrolled in and currently is attending a public school in Baltimore County at the time that the parent(s)/guardian(s) timely files at each level of appeal, the student may remain in that school until the earlier of (a) a decision by the Board of Education of Baltimore County, (b) the exhaustion of all appeals, or (c) the end of the current school year.

VII. Accounting Procedure

Each school with one or more nonresident tuition paying students shall file, on forms provided by Baltimore County Public Schools, a Cash Receipt Report and funds collected at the end of each month which will be submitted to the Office of Accounting indicating the collection of tuition for each student. Thirty (30) calendar days prior to the end of the semester, the principal will provide written notice to a parent(s)/guardian(s) whose tuition payment is in arrears. If tuition is not paid within ten (10) school days of the written notice, the principal will immediately notify parent(s)/guardian(s) in writing of the student's withdrawal at the end of the semester.

Legal References:

42 U.S.C. §11431, *et seq.* (McKinney-Vento Homeless Education Assistance Improvement Act)
Annotated Code of Maryland, Education Article §7–101
Annotated Code of Maryland, Education Article §4–122
Annotated Code of Maryland, Education Article §5-201

Related Policies:

Board of Education Policy 5140, STUDENTS: Enrollment and Attendance
Superintendent’s Rule 5140, STUDENTS: Enrollment and Attendance
Board of Education Policy 8339, Appeal Before Hearing Examiner
Board of Education Policy 8340, Appeal Before the Board of Education
Board of Education Policy 6400, Instruction: Magnet Schools and Programs
Superintendent’s Rule 6400, Instruction: Magnet Schools and Programs
Pupil Services Manual 512, “Procedures for the Education of Homeless Children and Youth”

Rule

Superintendent of Schools

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