



# Registration Requirements

To register your student in AACPS, please follow the steps below



## Step 1: Two Proofs of Residency in Anne Arundel County

Two proofs of residency **are required** to register students, but more may be needed.

- **Primary proof:** (One of the following is required) Mortgage Document, Deed or Rental/ Lease agreement **is required**.
- **Secondary proof:** (One of the following is required) A recent utility bill or current bank statement addressed to the person providing primary proof.

\*If the lease, deed, or mortgage is not in the parent/guardian's name, a **notarized Tenant Resident Verification (TRV)** form is required along with the residency documents listed above.

\*In addition, the parent/guardian completing the notarized **Tenant Resident Verification (TRV)**, must provide 2 documents in their name showing the current home address. (dated within the last 60 calendar days)

\*If there are any changes to your address or residency information during the registration process, please notify our office.

## Step 2: Parent/Guardian Proof of Identification

- Driver's License, Passport/Visa, or Government Issued ID

## Step 3: Student Proof of Birth

- Birth Certificate, Passport/Visa, Physician's Certificate, or Baptism/Church/Hospital Certificate

## Step 4: Immunization Record

Official documentation, including complete dates (month, day, year) of vaccine administration or a valid exemption is required for student registration.

- If records are not available, call your local health care provider or Anne Arundel County Department of Health centers to **schedule an appointment**.

### Glen Burnie Health Center

416 A Street, S.W., Glen Burnie, MD 21061

410-222-6633

Fax 410-222-6077

### Parole Health Center

1950 Drew Street, Annapolis, MD 21401

410-222-7247

Fax 410-222-4323

Additionally, proof of a **QuantiFERON TB blood test is required** for students who have not resided in a country for at least 6 months listed on the Exception List. Results of the test are required.

## Step 5: Previous School Documentation

- School records for elementary and middle school students are recommended but not required.
- For students who attended school outside of the United States in grades 8 and above, please provide any available school transcripts, final exam scores, or end-of-year report cards for each year attended.

We understand that every family's situation is different. If you are missing any documents, please reach out to us.

Our team is here to help and support your family as you begin this new journey in our school system

Call **667-492-4802** to start the registration process today!

Open Monday-Friday, 8:00 am - 4:00 pm