

Residency Requirements

Proof of residency in Baltimore City is required when registering your child in any Baltimore City Public School.

A. Verification of Residence

When registering for enrollment into a school, proof that the child is residing in Baltimore City with the child's parent(s)/guardian(s) is required.

1. Prior to enrollment, a school administrator will require proof of the child's residence with the parent(s)/guardian(s) a copy of **one of the following documents**, subject to verification by a Baltimore City Public Schools administrator or designee (all names and addresses must match application): ****See section B if family resides with another person in the city****
 - a. **Deed** establishing Parent/Guardian ownership of a residential dwelling unit in Baltimore City in which the child is residing with the child's parent(s)/guardian(s).
 - b. **Signed settlement sheet** establishing Parent/Guardian ownership of a residential dwelling unit in Baltimore City in which the child is residing with the child's parent(s)/guardian(s).
 - c. **Title** establishing Parent/Guardian ownership of a residential dwelling unit in Baltimore City in which the child is residing with the child's parent(s)/guardian(s).
 - d. **Mortgage coupon book** establishing Parent/Guardian ownership of a residential dwelling unit in Baltimore City in which the child is residing with the child's parent(s)/guardian(s).
 - e. **Real estate tax bill or receipt** for residential dwelling unit in which the child and parent(s)/guardian(s) are residing.
(1) If any portion of the residential dwelling unit, either owned or rented, lies within Baltimore City, as determined by the real estate bill, the student may attend the designated Baltimore City 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 City in which the child and parent(s)/guardian(s) are residing.
 - g. **Lease or rental agreement from a private party owner** to the parent(s)/guardian(s) of a residential dwelling unit located in Baltimore City.
2. **In addition** to the requirements set forth in Section A.1.a.-g., parent(s)/guardian(s) must present a **photo identification and one of the following documents** to establish name and address (as written on application form):
 - a. Federal or State income tax return for the immediate previous year
 - b. W-2 form for the current year
 - c. Mailing to the parent(s)/guardian(s) from a government agency
 - d. Charge account/credit card billing statement
 - e. Bank account statement
 - f. Utility bill
 - g. Cable bill
 - h. Motor Vehicle Administration vehicle registration
 - i. Driver's license, Maryland identification card, or age of majority card from the Motor Vehicle Administration
 - j. Court documents
 - k. Government-issued license and/or professional certificate
 - l. First class mail from a business or agency

B. Shared Residence Arrangement

The parent(s)/guardian(s) may prove residency through a shared residence arrangement. If the parent(s)/guardian(s) states that the child is residing with the parent(s)/guardian(s) in a residential unit located in Baltimore City owned/rented by another person or persons, the parent(s)/guardian(s) is/are required to complete the shared residence arrangement process with the residency officer or pupil personnel worker servicing the local school.

1. Process for establishing shared residence arrangement is as follows:
 - a. The owner or leaseholder of the residential dwelling unit in which the child and parent(s)/guardian(s) are residing must produce the documentation set forth in Section A.1.a.-g. to establish the ownership or leaseholder interest.
 - b. The parent(s)/guardian(s) must submit to the residency officer or pupil personnel worker photo identification and two (2) items of proper documentation of residency listed in Section A.2.a.-1. to establish name and address.
 - c. The residency officer or pupil personnel worker will meet with the parent(s)/guardian(s), review all documentation presented, verify that the documentation complies with this rule.
 - d. If approved, enrollment by shared residence arrangement is for the current school year only. To be considered for enrollment in any subsequent year, the parent(s)/guardian(s) must provide proof of shared residence as outlined above with each subsequent enrollment session. Photo identification and two current proofs of residence as outlined in Section A.2.a.-1. must be submitted with the renewal form to the school.