

Parent Checklist for New Student Registration

Havre de Grace Middle School

445 Lewis Lane, Havre de Grace, MD 21078, FAX: 410-939-6613

For **REGISTRATION APPOINTMENTS**, please **CALL** the **Counseling Office: 410-939-6653**

Parents, please provide the following during your REGISTRATION APPOINTMENT.

1. **Provide Proof of Residency**—must provide the original, dated within 30 days of registration. Front and back of document must be copied here at the school location. Parents names must match as listed on the Birth Certificate. & Photo Identification.



The following documents are required
when registering for admission into any Harford County Public School

A current monthly utility bill* (turn off notices not accepted)
internet, cable, landline, gas & electric (usage detail page required).

If UNABLE to provide the above documentation, please refer the **BACK SIDE OF THIS SHEET** for more options. →

If UNABLE to provide any of the suggested documentation, please call the PPW Office at 410-939-6612.

***Provide**, in addition to the above requirement, please bring the **personal information** listed below:

2. Student's **ORIGINAL Birth Certificate**. **Student's passport is only valid to show date of birth. We would still require a Certificate of Birth to show parental ability to enroll the child.**
3. Student's **Immunization Record** (must have by the start of school)
4. Parent's **Picture ID** (Driver's License, Military ID or Passport of Custodial Parent)
5. Copy of Social Security Card
6. **Parental Names (First, Middle and Last)**: Names listed on the ***BIRTH CERTIFICATE** or court document must match as listed on the ***Proof of Residency** and on the ***Photo Identification**. For example: if a person has a maiden name listed on the birth certificate, we would ask for either a Marriage Certificate or Court Documentation listing the current change in name.
7. Statement of Custody (if applicable)
8. Court-Appointed Guardianship (if applicable)—If guardianship papers are not signed by the Court, you need to make an appointment with our PPW @ 410-939-6612 before registering.

9. **OBTAIN COPIES (Exit Packet)** of the following (by contacting previous/current school for the **Student's information** listed below) and bring to HDGMS enrollment appointment.

- 📁 Maryland State Transfer Form (if from within Maryland Public School System)
- 📁 Current or most recent **report card** & progress report
- 📁 Current or most recent class **schedule** history
- 📁 Test date results, including MSA Standardized Test (if applicable)
- 📁 Service-learning documentation, **IEP, 504, medical plans**, etc.

10. **Fill out Havre de Grace Middle School office forms at enrollment appointment:**

- 📁 Placement Information
- 📁 Discretionary Medicine
- 📁 BYOT (grade specific)
- 📁 Language Survey
- 📁 Discipline Policies
- 📁 Meal Benefit Application
- 📁 Release of Records
- 📁 Federal Bubble Survey
- 📁 Registration Form SRC1



The following documents are required when registering for admission into any Harford County Public School

(Preferred Choice)

A current monthly utility bill* (turn off notices not accepted) internet, cable, landline, gas & electric (usage detail page required).

OR

**~ If a monthly utility bill CANNOT be provided ~
Parent or Guardian must provide 2 Documents**

One item from Column A **PLUS** One item from Column B

Column A	Column B
<ul style="list-style-type: none"> ➤ Homeowner's Deed ➤ Most recent mortgage payment * ➤ Signed Settlement Agreement ➤ Current signed Lease Agreement 	<ul style="list-style-type: none"> ➤ Pay stub * ➤ W-2 ➤ Car, Homeowner, or Renter's Insurance Declaration page ➤ Government or official correspondence * ➤ Change of address card from MVA or Post Office ➤ Credit Card Statement * ➤ Cell Phone bill *

*These documents must be dated within 30 days from date of enrollment.

Proof of Residence is identified in the eSchoolPLUS database on the MSDE Required Data/Special Programs screen.