

# BARBARA INGRAM SCHOOL FOR THE ARTS ENROLLMENT CHECKLIST

At minimum to enroll a child we need:

## 1. \_\_\_\_\_ Verification of Residency

- Students new to WCPS and students re-enrolling in the system must provide required residency documentation for a dwelling in which the child and the custodial parent/guardian are currently residing, which is verified and placed in the student's cumulative folder.
- The custodial parent/guardian must provide proof of residency, current within three (3) months of enrollment date, including name, address, and date.
- Proof needs to be provided for each change of address - even changes within the county.
- Student residency should be reviewed whenever a student changes school, including elementary to middle and middle to high.

### Acceptable Residency Documentation (current within three months):

- Tax bill/statement (real estate/state/federal)
- Lease or mortgage bill/statement
- Utility bill (water/sewer/gas/electric)
- Deed, title or settlement sheet
- Copy of building/closing contract with settlement date (need to complete Special Permission Form)

### Residency Documentation that is NOT acceptable:

- Driver's license
- Credit card bill or phone bill (land line or cell)
- Paycheck stub
- Envelope with an address

## 2. \_\_\_\_\_ WCPS Enrollment Form

Students must be registered by his/her custodial parent (*biological, adoptive, legal guardian*) and must complete an official **Washington County Public Schools Enrollment Form**. Parent/guardian must produce a picture I.D. (*driver's license, military I.D., or passport*). Custodial parent must submit proof of custody (*divorce settlement papers, court papers, adoption papers*).

## 3. \_\_\_\_\_ Verification of Age

Students new to the WCPS need to provide one of the following to establish proof of age:

- Birth certificate
- Hospital certificate
- Physician certificate
- Passport/Visa
- Birth registration

#### 4. \_\_\_\_ Health Enrollment Requirements

##### Physical Examination

All WCPS students must have a physical examination:

- completed within a 9-month period before the child enters the school system or within a 6-month period after entering the school system
- completed by physician or certified nurse practitioner
- documented on the Health Inventory form

##### Immunizations

Evidence of complete primary immunizations against common childhood communicable diseases is required for all students enrolled in WCPS.

- Parents must provide proof of age-appropriate immunizations.
- If immunizations are not complete, student may be temporarily admitted, if proof of an appointment to receive required immunization is provided—date may not be later than 20 calendar days following temporary admission.
- Should a student not receive the missing vaccinations, as per the written documentation, the student may be excluded from school until such proof can be provided.

##### Exemptions to Immunization Requirements

An exemption may be granted if:

- Parent or guardian objects on the grounds that it conflicts with bona fide religious beliefs and practices.
- Physician certifies that immunization would be contraindicated due to a medical condition.

#### 5. \_\_\_\_ Student Grade Report/Transcripts

Your student's **most recent grade report -transcript, report card** from last school attended at the time of withdrawal must be provided. Once you have un-enrolled your student from their previous school, please ensure that all cumulative folders are sent via mail to the following address:

- Barbara Ingram School for the Arts  
c/o Samantha Gastley-Murphy, School Counselor  
7 South Potomac St. Hagerstown, MD 21740

If your student is receiving or has received Special Education, 504, or related services, please provide current documentation [i.e., Individual Education Plan (IEP), 504, Psychological Report].

#### 6. \_\_\_\_ Out-of-County/Out-of-State Tuition

2020-2021 Washington County Public School Tuition Rates have just been received; this information will be mailed to your home address.

#### 7. \_\_\_\_ Have you ever previously attended a WCPS? If so, what school? \_\_\_\_\_

If you have any questions about the Washington County Public Schools Enrollment Process and/or would like to check the status of your student's enrollment, please contact Mrs. Sherry Kibler at Barbara Ingram School for the Arts: 301-766-8840.

Thank you for your help with this matter.