

Elementary and Middle School Prospective Homeowner Application

Families moving into the county prior to the end of the first marking period of the school year may enroll their children in Charles County Public Schools by special permission through the office of student services (5122.1).

If the family is building a new home, a copy of the ratified contract* and a letter from the builder with an approximate date of completion must accompany the application. If the family has a contract* on a home that is already built in Charles County, a copy of that document containing the settlement date must accompany the application. In both situations, either the date of completion or the settlement date must be prior to the end of the first marking period of the school year.

Full Name of Child: _____ Grade: _____

Parent(s) Name: _____ Home Phone: _____

Address of home being purchased or built: _____ Father's Work #: _____

_____ Mother's Work #: _____

From: _____ To: _____
(School Last Attended) (School in Charles County Child Will Attend)

Date Transfer to Take Effect: _____

Attach and describe any supporting information: _____

Address Where the Family is Residing at the *Present Time*: _____

Parent/Legal Guardian Signature: _____ Date: _____

At the end of the first marking period, if the family is not domiciled in Charles County, tuition will be charged at a daily rate of \$_____ per child. Additional fees will be charged for special education and/or related services. If the family is not living in the identified school zone, the student(s) will be required to change schools. Initials _____

Should this contract become null and void the child must be immediately registered at the school for which he/she is zoned.

***This application is good for this contract only.**

You will need to register your child at the school after you receive approval through the Department of Student Services.

*****STUDENT SERVICES USE ONLY*****

Comments: _____

Student Services Approved / Denied: _____

Signature

Date

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Instructions

Please fill out the application completely and attach any further information you believe is appropriate. The application and information must be turned into the Department of Student Services (in person) at Charles County Public Schools, 5980 Radio Station Road, La Plata, MD 20646, for processing.

Once approved:

1. The parent(s) guardian will need to take original document to assigned school to complete registration.
2. It is the responsibility of the parent to take two proofs of domicile (see attached list of acceptable proofs) to the child's school before the end of the first quarter to verify that the family has met the terms of this contract.
3. If family does not prove that they are domiciled at the address that is being purchased or built by the end of the first quarter the child will be withdrawn from CCPS on _____.

Initials _____

If you have any questions or concerns, please call the Department of Student Services at 301-934-7326.

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