

Charles County Public Schools  
Department of Student Services

5980 Radio Station Rd.  
La Plata, MD 20646

Phone: 301-934-7326

Fax: 301-392-7511



Application exceptions considered case-by-case for:  
Youth in transition  
Military ID's/Orders  
International/ESOL

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessler, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at:

Charles County Public Schools  
Jesse L. Starkey Administration Building  
P.O. Box 2770  
La Plata, Maryland 20646

06/2021

## Application of Domicile Requests

Families who are domiciled with another family should complete an Application of Domicile Request\* on the ccboe.com website at <https://www.ccboe.com/index.php/proof-of-domicile-residency>. You will be asked to upload the following documents and send them via email:

- Two acceptable proofs of domicile for the owner/lessee of the property \*\*
- Homeowner's photo ID with current address
- Student's Birth Certificate
- Parent/Guardian ID – state issued with current address within 15 days of application (Student will be withdrawn if not provided within the time period)

\*Application of Domicile Requests **will not** be approved without all required supporting documents. CCPS reserves the right to investigate all requests including, but not limited to, an unannounced home visit and contact with landlords of leased property. Requests have a **minimum of 48 hours** to be reviewed.

\*\*The list of acceptable proofs of domicile can be found online at <https://www.ccboe.com/ss/verification-of-domicile/>

# Department of Student Services

## WHAT TO KNOW BEFORE YOU GO



Charles County Public Schools

## Welcome

The Charles County Public Schools Department of Student Services oversees the following processes:

- International Student Registrations
- Prospective Homeowner Applications
- School Change Requests
- Application of Domicile Requests
- Youth in Transition

## International Student Registrations

Parents/Guardians of students entering CCPS from schools located out of the country **must contact the Supervising Counselor** at 301-934-7314 to schedule an appointment to register.

Parents/Guardians of students entering CCPS from a US school who speak a language other than English; and/or have previously received ESOL services **must contact the Bilingual Family and Community Outreach Specialist** at 301-934-7404 to schedule an appointment.

## Prospective Homeowner Applications

Families who will be moving into the county prior to the end of the first marking period of the school year may enroll their children in CCPS by special permission. The application can be found at <https://www.ccboe.com/index.php/proof-of-domicile-residency>. The application and supporting documents should be uploaded and emailed to the email address provided on the above website.

### Building a new home

- A copy of the ratified contract
- A letter from the builder with an approximate date of completion
- Student's Birth Certificate
- Parent/Guardian Photo ID
- Proof of current domicile

### Purchasing a Pre-Existing Home

- A copy of the document with settlement date
- Student's Birth Certificate
- Parent/Guardian Photo ID

\*Prospective Home Buyer Applications **will not** be accepted without all required supporting documents. **ALL documents** must be available at the time of application. Applications have a **minimum of 48 hours** to be reviewed.

## School Change Requests

Custodial parents/guardians may request a transfer for their child to a school other than the one to which he or she is assigned in accordance with Superintendent's Rule 5126. Transfer requests will be accepted for students entering grades K – 12 only.

- Two acceptable Proofs of Domicile
- Student's Birth Certificate
- Parent/Guardian Photo ID
- Supporting documentation for request if applicable

The School Change Request form and supporting document should be uploaded and emailed to the email address provided on our website at:

<https://www.ccboe.com/ss/ccps-school-change-requestsccps-transfer-rules/>

If approved, transportation is the responsibility of the parent/guardian.

Families residing outside of Charles County may submit a School Change Request for consideration. A contracted tuition payment will be applied if approved. You may **contact Student Services** at 301-392-7510 for more information.

## Youth in Transition

All agencies with custody of a child or youth in state supervised care must contact and submit a completed Foster Care Enrollment Form with required documents to **the Youth in Transition/Foster Care Coordinator**. The form is located at:

<https://www.ccboe.com/ss/foster-care-registration>

The enrolling adult of children or youth who do not have a regular, fixed, or adequate nighttime residence may contact **the Youth in Transition/Foster Care Coordinator** or the school Pupil Personnel Worker to determine eligibility for McKinney-Vento Homeless Education services, at 301-934-7210.