



Prince George's County Public Schools
Home Schooling Transfer Form

This form should be completed for children who are discontinuing home schooling and enrolling in a Prince George's County Public School. The parent must complete Section I and email the form to pgcps.homeschool@pgcps.org or send the form via USPS to Thomas Claggett Educational Leadership Center, Home Schooling Office, 2001 Addison Road S., District Heights, MD 20747. The Home Schooling Office will complete Section II and return the form to the parent via email within 5 to 7 business days. The parent will then take the form to the Prince George's County Public School of enrollment, and the school will complete Section III.

Section I- Completed by Parent
Student Last Name, Student First Name, Student Date of Birth
Parent/Guardian Last Name, Parent/Guardian First Name, Parent Contact Phone Number
Street Address, City, State, Zip Code, Parent's Email Address
Home School Start Date (Month/Year), Home School End Date (Month/Year)
Name of Prince George's County Public School seeking enrollment:
I certify that during the periods listed, my child was receiving regular, thorough instruction.
Parent Signature, Date
Section II- Completed by Prince George's County Public Schools Home Schooling Office
Reviews by PGCPS Home Schooling Office: Completed a portfolio review within the last 12 months
Supervision by Non-public Entity Registered to Supervise Home Instruction (Umbrella Program)
Name of Non-public Entity Registered to Supervise Home Instruction Umbrella Program:
The home schooling office has documentation to support the information above:
Signature Home Schooling Office Designee, Title, Date
Section III- Completed by Prince George's County Public School of Enrollment
Upon enrollment in a Prince George's County Public School, home schooling students should be placed in a grade according to their age. If a high school student is seeking to obtain credits, the student must take the Tests of Achievement and Proficiency for English, Math, Social Studies, Science and World Language (if applicable). Refer to Administrative Procedure 5111.2 and Administrative Procedure 5113.5.
School Register/Counselor verify the following:
Current age of student, Temporary grade placement based on the student's age appropriate grade:
Check below to identify all assessments used by the school team to determine grade placement:
Informal assessments (Determined by the school team)
Formal assessments (Determined by the school team)
Tests of Achievement and Proficiency (TAP- High School Students ONLY)
Based upon tests and/or assessments determined by the school team, the student was placed in grade.
Signature Principal/ Designee, Title of Principal/Designee, Date