



OFFICE OF THE SUPERINTENDENT

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Dear Parents and Guardians:

All students transitioning between schools are required to provide updated proof of residence. The residency requirement is established by State law (COMAR) and further clarified by local Board of Education policy and administrative procedures. Enrollment is subject to audit by the Maryland State Department (MSDE) and penalties are assessed for violations; therefore, it is important for school principals/registrars at all schools to maintain accurate and current information about each student.

When your child enters a different school for any reason, you must complete registration documents for the new school. To avoid delays at the start of the school year and to assist in developing student schedules, you must complete the registration documents online. The previously accepted proof of age, guardianship, and immunization can be used, but updated proof of residence is required. If you have completed 2026-2027 registration for a charter/specialty program school and provided updated residence information, then nothing else needs to be done. Registration for Prekindergarten/Kindergarten students at neighborhood schools is scheduled for the week of April 7, 2026.

To complete the registration process, you must do the following:

- Complete **2026-2027** an Online Registration application online via the [Synergy ParentVue website](#) starting April 7th. If you need an activation key, please contact the student's current school.
- Proof of residence may be established by uploading the following documents: settlement papers, lease/rental agreement, deed of property, mortgage statement, or a current property tax bill. Settlement papers, lease agreement, and rental agreements must be signed and dated by all parties. Online documents and/or DocuSign/Certified formal electronic signatures are acceptable. Private party leases must be notarized by the property owner OR a notarized letter from the private party owner must accompany the original lease. Additional items, including 2 recent pieces of mail, may be required if there are concerns regarding the proof of residence, if the original term of the lease has expired, or if the ownership information is more than one year old. These documents must be items dated within 30 days of submission and may include the following: utility bills (excluding cell phone), credit card statement, bank statement, mail from government agencies (excluding PGCPS) for official correspondence, hospital/doctor's bill, auto, home, or health insurance policy.
- Proof of residence for families using Shared Housing Affidavits must include a **new notarized** affidavit plus **two additional proofs as indicated above**. The relative or friend, with whom the parent(s)/guardian(s) resides, must also provide their proof of residence.

Parents of transitioning ECC students should complete registration documents for their assigned/neighborhood school no later than June 1st. For students not attending the neighborhood school, but having an alternative school assignment, your current ECC will provide you with a letter stating your school assignment. Until acceptable proof of residence is received, the student is noncompliant with Board of Education policy and procedures, and student schedules may be delayed, or student may not attend the new school for the 2026-2027 school year. Your assistance in easing the transition between schools is appreciated. Please contact your local school for additional information. Please contact your local school for additional information.

Sincerely,

Shawn Joseph, Ed.D.
Interim Superintendent of Schools