

# CHARLES COUNTY PUBLIC SCHOOLS

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February 10, 2023

Dear Parents/Guardians:

As a way to update student records and to ensure attendance in the proper school zones, Charles County Public Schools (CCPS) requires all students entering the sixth (6<sup>th</sup>) and ninth (9<sup>th</sup>) grades to provide two (2) proofs of domicile to their current school of enrollment, from the approved list below. **Please send your two (2), approved, proofs of domicile to the school your child currently attends, no later than April 11, 2023.**

**ONE PROOF MUST BE SUBMITTED FROM EACH OF THE BELOW LISTED CATEGORIES, DATED WITHIN 45 DAYS, AS FOLLOWS:**

**Category 1:**

- Deed
- Current verifiable lease or rental agreement (with appropriate signatures and contact information)
- Current mortgage statement/bill (within 45 days)
- Settlement papers (within 45 days and with appropriate signatures)
- Foster care placement letter/McKinney-Vento documentation
- Assignment of Ownership Agreement (for properties in cooperative homeowner's associations (e.g., Potomac Heights))
- Most recent property tax bill for domicile or Maryland Department of Assessment and Taxation Form

**Category 2:**

- Most recent utility bill (within 45 days) that includes name and service address
- (examples are electric, water/sewer, trash, oil, gas, cable, security system, and solar bills)
- Current verification of service statement for above utilities
- Current wage statement (within 45 days) with name and address of employee and employer
- Most recent W2, 1098, or 1099 statement
- One of the following government issued statements with name and address (within 45 days):
  - Documentation of benefits from Social Security Administration
  - Documentation of benefits from the Department of Social Services
  - Official correspondence on letterhead mailed from local, state, or federal court

**ALL PROOFS MUST BE IN ITS ENTIRETY, WITH PARENT NAME, SERVICE ADDRESS AND MAILING ADDRESS, INCLUDING CITY, STATE AND CURRENT DATE.**


Parents/Guardians may upload proofs using on-line registration through Parent Vue, bring proofs to the school during normal school hours, or send copies (not originals) to the school, including their child's name on each proof. **Proofs should be received no later than April 11, 2023.** If your child's record was updated with two current proofs of domicile on or after **August 31, 2022**, you do not need to resend, unless you moved sometime during this school year. **Your child's schedule will not be finalized for the 2023-2024 school year until your proofs of domicile are received at your child's current school.**

Any fifth (5<sup>th</sup>) or eighth (8<sup>th</sup>) grade student, attending school on a School Change Request, must resubmit a new School Change Request, if they want consideration for enrollment at a middle school or high school not in their domiciled zone, and it must be received by the Department of Student Services, by **May 5, 2023**. Thank you for your help and attention to this request, ensuring that our schools are serving Charles County residents, and that students are attending school in the proper school zones. If you have any questions, please do not hesitate to contact your school.

To go directly to Parent Vue please click the link or use the QR code below.

[https://md-ccps-psv.edupoint.com/PXP2\\_OEN\\_Login.aspx](https://md-ccps-psv.edupoint.com/PXP2_OEN_Login.aspx)

Sincerely,

  
Maria V. Navarro, Ed. D.  
Superintendent of Schools

