

Online Registration Process

2023-2024 School Year



Charles County Public Schools

Select 2023-2024 Online Registration

SELECT REGISTRATION TO BEGIN

Welcome to the Charles County Public Schools Online Registration System

Select "2023-2024 Online Registration" for:

- Applying for PreKindergarten for the 2023-2024 School Year.
- Enrolling students for grades Kindergarten through 12 for the 2023-2024 School Year.
- Enrolling students for Homeschooling for grades Kindergarten through 12.

Select "2023-2024 Title I Thriving Threes & Me Early Learning Groups Application for:

- Applying for the Title I Thriving Threes & Me Early Learning Groups Program for the 2023-2024 School Year.

2023-2024 School Year



Online Registration



Thriving Threes & Me Early
Learning Groups App



Welcome/Introduction Screen: goes over the required documents that must be provided with the registration.



- Online Registration
- Introduction
- Family
- Parent/Guardian
- Emergency
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- Review/Submit
- Delete New Student

INTRODUCTION

2023-2024

Welcome

Information

Welcome to Charles County Public Schools (CCPS) and Homeschooling Online Registration!

Whether you are re-enrolling or enrolling your child for the first time in our school system, or registering your child for homeschooling, this online system will guide you through the registration process. You may also update emergency contact information and domicile proofs for currently enrolled 5th/8th grade students. You will be prompted to enter required information, such as student demographic data, home and mailing addresses, parent and emergency contacts, prior educational experience, and health information. You may use this login to efficiently register more than one child. During the registration process you will be asked to upload digital photos of relevant documents. Read the information below to make sure you have the proper paperwork for completing our enrollment process.

Students will be registered to schools based on school zone boundaries. Use the School Locator feature to locate your child's school zone. The system uses mapping data and filters by address. [Access the school locator system here.](#) Students or families with special circumstances, such as needing English language assistance, may be directed to our registration center located at the Jesse L. Starkey Administration Building, 5980 Radio Station Road, La Plata, MD, between the hours of 8 a.m. to 4 p.m., Monday through Friday. The phone number is 301-934-7326.

Early Childhood Education Information: You may use this online system to apply for PreKindergarten or register for Kindergarten for the 2023-2024 school year. [Click here for more information about the CCPS PreK program.](#) To be eligible for Kindergarten for the 2023-2024 school year, a child must be five years old on or before September 1, 2023. To be eligible for PreKindergarten for the 2023-2024 school year, a child must be four years old on or before September 1, 2023.

All children entering Charles County Public Schools must have the following:

1. A physical examination by a physician or a certified practitioner (Physicals must be completed between nine months prior to and six months after entering school. This document is not required at the time of registration.) [Click here to access the form.](#)
2. Proof of required immunizations. [Click here for a list.](#)
3. Proof that the student has completed the grade prior to the one in which the parent is seeking enrollment, such as a report card marked promoted.
4. Child's birth certificate or other acceptable proof of birth (e.g. passport/visa; physician's certificate; baptismal or church certification; hospital certificate; or birth registration). If the child was born in Maryland, copies of his/her birth certificate are available for purchase through the Charles County Health Department. Call 301-609-6900.
5. Proof of Parent/Guardian identity that includes a photograph: driver's license, MVA identification card, passport, or other legal form of identification.
6. Proof of Parent/Guardian relationship to the student if your name is not listed on submitted proof of birth: birth certificate of student which identifies the parents, court order, separation agreement or divorce decree, or other legal form of identification.
7. Two Proofs of Domicile ([Click here for a complete list of acceptable proofs](#)).
8. Students transferring from another school in Maryland should also have a copy of the Student Record Card 7 that is completed by the sending school. The Student Record Card 7 is also called the Maryland Student Withdrawal/Transfer Record.

Click continue below to start the registration process. The system will save your progress should you need to stop and continue the registration. The registration process is not complete until you select submit. Should you encounter any error messages during the process, please contact OLRSsupport@ccboe.com for assistance. A school staff member will review the supplied documents and notify you by email of any updates and/or if any additional information is needed. We look forward to meeting you and your child!

Homeschooling Information: You must use this online process for registering your child(ren) for homeschooling for the first time. Should you have questions regarding the online registration process for Homeschooling, please contact the Homeschooling office at 301-944-1088.

Throughout the Online Registration process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

Continue

Student Summary Screen: provides the name(s) and information of any students the parent may currently or previously have enrolled in Charles County Public Schools.

Online Registration

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Delete New Student

INTRODUCTION

2023-2024

Student Summary

Information

We currently show you have the following student(s) enrolled in CCPS or who are home schooled. If this is correct, you may proceed to enroll your new registration and update your existing children's information. If there is a discrepancy with students information linked to Parentvue, please email support at OLRsupport@ccboe.com. If you have questions about homeschooling, please contact Chris Martin at RMartin@ccboe.com or at 301-944-1088.

First Name	Last Name	Grade	School Year	School	Status
[REDACTED]	[REDACTED]	05	2023	Dr. James Craik Elementary School	You will be updating information for [REDACTED]

Save And Continue >





Electronic Signature: Please enter your name as it appears in the top right corner of the screen. If anything else is entered, it will give you an error message.


Online Registration


INTRODUCTION


2023-2024


 Introduction

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Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature *

Save And Continue >

Family Address: Please enter your Home Address as it appears on your Proofs of Domicile in the Search box, then select your address.

- If you are a new parent, please enter your Home Address as it appears on your Proofs of Domicile in the Search box.
- If you are a returning parent, please check the “Check here if your address has changed” box to search for your new home address.

Online Registration

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Delete New Student

FAMILY

33%

2023-2024

Home Address

Instructions

Please use the Search box below to find and select your street address.

If your address includes an Apt or Unit number you may add it after you have selected your street address.

If your address is NOT found, please contact OLRSupport@ccboe.com for assistance.

Address as entered from above:

Save And Continue >



Mail Address

- Please check the “Mail address is the same as home address” button if your mailing address is the same as your home address.
- If your mailing address is different than your home address, please enter it in the Search box or enter it into the open fields.

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FAMILY 2023-2024

100%

Mail Address

Mail address is the same as home address

- OR -

Q Type to find an address...

Box Type	Street Number *	Direction	Street Name *	Type *	Post Direction	Unit Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit Number

Is Private Mailbox

City *	State *	Zip Code *	+4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Previous

Parent/Guardian:

- If you are a new parent to CCPS, please click the “Add New Parent/Guardian” button to begin adding your information. You will be able to add an additional parent after completing your information.
- If you are a current parent, please click the Edit button and edit each parent’s information, as necessary.
- Please note that Step-Parent’s should NOT be added on to the Parent/Guardian screen unless there are Court Documents showing they have legal guardianship.

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PARENT/GUARDIAN 2023-2024

Add or update Parent/Guardian information. Only enter information for legal parents or guardians who are listed on your child's birth certificate or legal document. Information for step-parents may be entered in the emergency contact screen.

	First Name	Last Name	Gender	Status
Edit	██████	██████	██████	In Progress
Edit Delete	██████	██████	██████	In Progress

[+ Add New Parent/Guardian](#)

[< Previous](#) [Save And Continue >](#)

Parent Demographics:

Please enter the information requested and save and continue.

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PARENT/GUARDIAN 16% 2023-2024

Demographics: Enrolling Parent

First Name *

Middle Name

Last Name *

Gender

Preferred language for communication

Address Preview

[< Previous](#) [Save And Continue >](#)

Mail Address:

- Please confirm that the Mail Address is either the same as the Home Address or enter a mailing address, if necessary.

Online Registration

PARENT/GUARDIAN 50% 2023-2024

Introduction

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Mail Address: **Enrolling Parent**

Mail address same as home address

- OR -

Type to find an address...

Box Type Street Number * Fraction Direction Street Name * Type Post Direction

Unit Type Unit Number

Is Private Mailbox

City * State * Zip Code * +4

< Previous Save And Continue >

Online Registration

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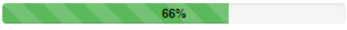
Students

Documents

Review/Submit

Delete New Student

PARENT/GUARDIAN



2023-2024

Work Address: **Enrolling Parent**

Check here if parent/guardian does not have an employer OR if you are registering for homeschooling

- OR -

Employer Name

Job Title

Uniformed Military

Parent/guardian is an employee of this school district

Enter the work address for the parent/guardian:

Type to find an address...

Street Number Fraction Direction Street Name Type Post Direction Unit Type

Unit Number

City State Zip Code +4

< Previous Save And Continue >

Parent/Guardian Work Address:

- Please enter your employer information.
- If you do not wish to provide your employer information or it does not apply, please click the “Check here if parent/guardian does not have an employer OR if you are registering for homeschooling” box.



Contact Information:

- Please enter the phone number(s) that you would like to list as your contact number(s) as well as your email address.
- If parent does not have an email address, please check the “Parent/Guardian does not have an email address” box.

Online Registration

PARENT/GUARDIAN 83% 2023-2024

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Contact Information: Enrolling Parent

Instructions

I understand that, by providing the phone numbers below, I am consenting to receiving direct and automated phone calls at these numbers from the school system with emergency and other information related to the school setting. In case of an accident or serious illness, I request the school to contact me. If the school is unable to reach me in a timely manner, I hereby authorize the school system to arrange transportation to and treatment of my child at the emergency room of the nearest hospital, or a facility where medical treatment is available. I agree that it is my obligation to notify the school if I have any changes to the information on this form.

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Contact	Not Listed
<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="text"/>	() - * <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add New

Email Address *

- OR -

Parent/Guardian does not have an email address

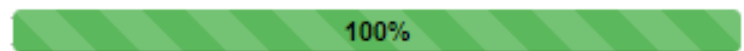
Primary Phone Number is Required*

< Previous Save And Continue >

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Military Status: Enrolling Parent

Military Status

Line	Start Date	Military Service	End Date
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+ Add New

[< Previous](#)
[Save And Continue >](#)

Military Status:

Please enter Military Status for the parent if applicable. If not, please Save and Continue.



PARENT/GUARDIAN

Add or update Parent/Guardian information. Only enter information for legal parents or guardians who are listed on your child's birth certificate or legal document. Information for step-parents may be entered in the emergency contact screen.

- Introduction ✔
- Family ✔
- Parent/Guardian** ✔
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	First Name	Last Name	Gender	Status
<input type="button" value="Edit"/>	██████	██████	██████	<input type="button" value="Complete"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	██████	██████	██████	<input type="button" value="Complete"/>
<input type="button" value="+ Add New Parent/Guardian"/>				
<input type="button" value="Previous"/> <input type="button" value="Save And Continue"/>				

Parent/Guardian:

- Once all Parent/Guardian information has been provided, please click Save and Continue.
- Should you need to add an additional parent/guardian, please click the "Add New Parent/Guardian" button and complete the previous screens for the new parent.



Emergency:

- Please click “Add New Emergency Contact” to begin adding a person you would like to have listed as an Emergency Contact for your child.
- If you wish to not add any Emergency Contacts, please check the “I decline to specify any Emergency Contacts and/or I am homeschooling my children.”

Online Registration

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Delete New Student

EMERGENCY

2023-2024

Add emergency contacts (optional). *Note: Listing an emergency contact does not allow the individual to pick up a student at any given time in a non-emergency situation without prior written authorization from the parent/guardian.*

First Name

Last Name

Gender

Status

+ Add New Emergency Contact

I decline to specify any Emergency Contacts and/or I am homeschooling my children.

< Previous

Save And Continue >

Emergency Demographics:

Please enter the fields shown to enter Emergency Demographics for the contact.

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Delete New Student

EMERGENCY 2023-2024

50%

Demographics: New Contact

First Name *

Last Name *

Gender

Language

[< Previous](#) [Save And Continue >](#)

Emergency Contact Information:

- Please add any phone numbers for the Emergency Contact that you would like the school to call in case of an emergency.

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Delete New Student

EMERGENCY 2023-2024

100%

Contact Information: New Contact

Home Phone () -

Mobile Phone () -

Work Phone () -

Ext.

Other () -

Phone Type

[< Previous](#) [Save And Continue >](#)

Emergency

- Please click the “Add New Emergency Contact” to add an additional contact and complete the previous screens for the contact.
- Please click Save and Continue to continue with the registration process.

Online Registration

- Introduction ✓
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EMERGENCY 2023-2024

Add emergency contacts (optional). *Note: Listing an emergency contact does not allow the individual to pick up a student at any given time in a non-emergency situation without prior written authorization from the parent/guardian.*

	First Name	Last Name	Gender	Status
Edit Delete	██████	██████		Complete
+ Add New Emergency Contact				

[< Previous](#) [Save And Continue >](#)

Students:

- Please click “Add New Student” to add new information for new student(s).
- Click “Edit” to update any previously or currently enrolled student(s).
- Click “Exclude” next to the student(s) name for which you do not want to update. (Ex. If your child is currently enrolled and no information has changed but you are adding a new sibling.)

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STUDENTS 2023-2024

- Please click "Add New Student" to add new information for new student(s) OR click "Edit" to update currently enrolled student(s) information.
- Click "Exclude" next to the student(s) name for which you do not want to update.

Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	██████	██████	██████	Male	05	<input type="button" value="In Progress"/>
<input type="button" value="+ Add New Student"/>						

Students that will not be enrolled in this application:

Students to exclude from 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Reason
------------	-------------	-----------	--------	-------	--------

Student Demographics:

- Please select your schooling choice from the following options:
 - “I am enrolling my child in CCPS” – Regular enrollment for prekindergarten through Grade 12 for the 2023-2024 school year.
 - “I am enrolling my child in homeschooling” – Enrolling students who will attending a homeschool program.

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DEMOGRAPHICS

3%

2023-2024

Select Charles County Public Schools or Home Schooling: **New Student**

Instructions

Please select one of the two (2) registration choices.

- "I am enrolling my child in CCPS" - Regular enrollment for grades PreK through 12 for the 2023-2024 school year.
- "I am enrolling my child in homeschooling" - Enrolling students who will be attending a homeschool program.

Please select your schooling choice. *

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Save And Continue >

Student Demographics Cont'd:

Please add all the required demographic information for the student

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DEMOGRAPHICS 6% 2023-2024

Demographics: New Student

Legal First Name *

Legal Middle Name *

No Middle Name

Legal Last Name *

Suffix

Gender *

Birth Date * MM/DD/YYYY

Entering Grade *

Primary Address *

Home Address Mail Address

Domicile Type *

< Previous Save And Continue >

Demographics Cont'd: Additional Information

Please select the student's birth country, birth city, and birth verification document type.

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DEMOGRAPHICS



2023-2024

Additional Information: New Student

Student's birth country *

Student's birth city

Birth verification document type *

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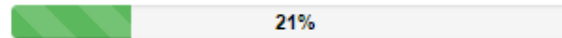
Student Demographics Cont'd: Ethnicity & Race

- Please select one Ethnicity from the dropdown menu and then select any of the boxes regarding the student's race.

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ETHNICITY & RACE



2023-2024

Ethnicity: **New Student**

Select One *

Provide the following information about the student's race:

- | | |
|--|--|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian/Pacific Isl |
| <input type="checkbox"/> White | |

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Student Demographics Cont'd: Health Information

Please provide your child's Physicians' and Dentist's information, if applicable.

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HEALTH 2023-2024

25%

Health Information: New Student

Physician

Name

Phone Number () -

Extension

Dentist

Name

Phone Number () -

Extension

Office

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Student Demographics Cont'd: Health Conditions

- Please add any Health Conditions your child may have by clicking the “Add New Condition” button.
- If student does not have any Health Conditions, please check the “Student has no health conditions” box.

Online Registration

HEALTH 2023-2024

Health Conditions: **New Student**

Student has no health conditions

- OR -

Health Condition	Comment	Start Date	End Date
+ Add New Condition			

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Language Survey:

Please indicate your child's language in the questions provided.

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LANGUAGE SURVEY 2023-2024

40%

Language Survey: New Student

Instructions

In accordance with federal and state requirements, the Home Language Survey will be administered to all students and used only for determining whether a student needs English language support services and will not be used for immigration matters or reported to immigration authorities. If a language other than English is indicated on two or more of the three questions below, the student will be assessed for English language support services. Additional criteria for testing may be considered.

What language did the student first learn to speak? *

What language does the student most often use to communicate? *

What is the preferred parent/guardian communication language? *

What is the native/primary language spoken by the parent/guardian in the home? *

What language is spoken most by the student in the home? *

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Previous Schools Attended:

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PREVIOUS SCHOOLS ATTENDED 2023-2024

43%

Previous Schools Attended: **New Student**

Instructions

Please provide previous school attended information for the past two years if applicable. If not applicable, please save and continue.

School Name	City	State	Country	Grade	School Year Attended	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/>) - <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/>) - <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/>) - <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/>) - <input type="text"/>

[Previous](#) [Save And Continue](#)

- Please provide previous school attended information for the past two years, if applicable, for your child.

Parent/Guardian Relationships:

- Please select a Relationship type for each parent.
- Please check all boxes that apply for each parent. It is important that these boxes are checked as it effects how communication is received for each parent.

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RELATIONSHIPS 2023-2024

46%

Parent/Guardian Relationships: New Student

Instructions

- Please select Relationship type for each parent.
- Please check all boxes that apply for each parent.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Financial Resp
Enrolling	Parent			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>									

Lives With: Indicates the parent/guardian lives in the household with the student.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
Has Custody: Indicates the parent/guardian has legal custody of the student.
Mailings Allowed: Indicates the parent/guardian may receive mailings regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.

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Emergency Contact Relationships:

Please select a Relationship type for each Emergency Contact.

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RELATIONSHIPS 2023-2024

50%

Emergency Contact Relationships: **New Student**

Instructions

Indicate the relationship each emergency contact has with the student. Later, you will be asked to indicate your call order preference for all contacts.

Select Relationship for up to 10 contacts.

Relationship	First Name	Last Name	Gender
<input type="text"/>			

- OR -

No Relationship

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Emergency Contact Order:

- Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency.

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RELATIONSHIPS

53% 2023-2024

Emergency Contact Order: [REDACTED]

Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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Special Services:

- Please answer Yes or No to the Special Services questions.
- If an answer is Yes, you will be required to answer additional questions that will appear upon a Yes response.

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SPECIAL SERVICES 59% 2023-2024

Special Services: New Student

Instructions

Please provide the special services history for this student:

Has this student ever been tested for special services or programs? *

No
 Yes

Has this student ever participated in special services or programs? *

No
 Yes

Identify which of the following apply to this student:

ELL *

No
 Yes

Does this student have a current 504 plan? *

No
 Yes

Special Education *

No
 Yes

Does the student have a current IEP? *

No
 Yes

What is the approximate date of signature? * MM/DD/YYYY

What is the name of the school where signed? *

Save And Continue >

Discipline History:

- Please answer Yes or No to the Discipline History questions.
- If an answer is Yes, you will be required to answer additional questions that will appear upon a Yes response.

Online Registration

DISCIPLINE 62% 2023-2024

Discipline History: **New Student**

Instructions

Please provide the discipline history for the student:

Has this student ever been suspended from school? *

No
 Yes

Date of last suspension * MM/DD/YYYY

Reason for last suspension *

Length of last suspension *

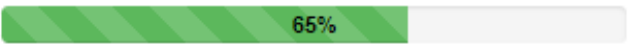
Has this student ever been expelled from school? *

No
 Yes

Date of expulsion * MM/DD/YYYY

Reason for expulsion *

< Previous Save And Continue >



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Free or Reduced Meals Qualifying Sibling: **New Student**



Does the student you are registering have a sibling or siblings that have already qualified for free or reduced meals?

Qualifying Sibling

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[Save And Continue >](#)

Free or Reduced Meals Qualifying Sibling:

- Please answer Yes or No if the child you are registering has a sibling who has qualified for Free or Reduced Meals for the 2023-2024 school year.



OLR GATE (Gifted Services or Programming):

- Please provide responses to the following questions if your child received gifted services or programming at his/her previous school.
- If not applicable, you may click the Save and Continue button.

Online Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

Delete New Student

OLR GATE 68% 2023-2024

OLR GATE: **New Student**

Gifted Services or Programming

If your child received gifted services or programming at his or her previous school, indicate the services received, the school year, and grade in which your child started to receive gifted services or programming. Indicating previous gifted services does not imply your child will be placed in CCPS' gifted programming.

Please note: you must upload the school-based documentation verifying the gifted services or programming your child received on the Documents portion of the registration process. For example, proof can be a district letter, SRC7 Card, or indicated on the report card or withdrawal paper work. Your registration will stop if you do not provide these documents later in this process.

If your child has received gifted services but you do not have the proper documentation leave this page blank and contact your school.

If your child DOES NOT receive gifted services, please leave this page blank and continue to the next screen.

Previous Gifted Program

Select the grade when gifted services/programming began

Select the year when gifted services/programming began

< Previous Save And Continue >

PreK Experience (only for KD registrations):

- If you are registering a student in Kindergarten, please provide a response of what kind of PreK Experience your child had prior to enrolling in Kindergarten.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete New Student

PREK EXPERIENCE

71% 2023-2024

PreK Experience: New Student

The Maryland State Department of Education (MSDE) requires Charles County Public Schools to collect information about PreK experiences of all Kindergarten students. Please provide the following information about your child.

1. Has your child been cared for exclusively at home or in informal care since last September? Informal care is defined as being in the care of a relative or unlicensed child care provider. Please indicate in the drop-down menu below if the Informal Care was for a Half Day or a Full Day. If half day Informal Care, please select the setting your child was in for the other half of the school day from the choices in question 2. Please leave the drop-down menu blank if your child attended a Prek program.

Informal Care

2. Please indicate in what type of early care your child spent most of his/her time since last September. Please select only one full day or a total of two half days. If you are unsure of which PreK Experience your child attended, please refer to the definitions below.

Family Child Care

Head Start

PreK Public School

Non Public Nursery School

Child Care Center

Kindergarten Repeated

MSDE Defined Categories of PreK Experience

Public PreKindergarten: Preschool education program for 4-year-old children, administered by the local board of education and regulated by MSDE or another state's department of education.

Head Start: Preschool program for 2-5 year-olds from low income families, provided by local public school system or non-public organization and licensed by the MSDE Office of Child Care.

Non-Public Nursery School: Preschool program with an "education" focus for 3 and 4-year-old children, usually part-day, nine months a year and regulated by MSDE or another state's department of education.

Licensed Child Care Center: Care provided in a facility, usually non-residential, that for part or all of the day provides care in the absence of the parent and licensed by the MSDE Office of Child Care.

Licensed Family Child Care: Care provided in a residence other than the child's and for which the provider is paid and licensed by the Maryland State Department of Education Office of Child Care.

[< Previous](#) [Save And Continue >](#)

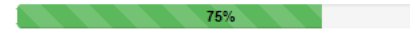
PreK Introduction (only for PreK applications):

- If you are applying for PreK, please indicate the tier for which your child is applying based on the income guidelines provided.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete New Student

PREK INTRODUCTION



2023-2024

PreK Introduction: **New Student**



PREKINDERGARTEN APPLICATION INFORMATION

For the 2023-2024 school year PreKindergarten applications will begin being reviewed and processed on Monday, April 17, 2023. A child must be four years old by September 1, 2023 to apply.

The selection of PreKindergarten students is based on criteria and guidelines set by the Maryland State Department of Education (MSDE) and Charles County Public Schools. There are three tiers of PreK applicants. Before completing this online PreKindergarten Application, please [click here to read, "Which PreK Tier Should I Choose?"](#) to determine which PreK tier you should select.

- **Tier 1 Applicants** (first priority) Must meet Tier 1 financial requirements to be eligible and accepted.
- **Tier 2 Applicants** (second priority - not guaranteed) Must meet Tier 2 financial requirements and will only be accepted on space-available basis, that is not guaranteed after placement of all Tier 1 students.
- **Tier 3 Applicants** (third priority - not guaranteed) Does not meet Tier 1 or Tier 2 financial requirements and will only be accepted on space-available basis, that is not guaranteed after all Tier 1 and Tier 2 students have been placed.
- **IEP** (first priority) Student receives special education services. Please select IEP in the Tier drop down box below.

Please note that the PreKindergarten application process is **NOT first come, first served**. The order in which completed applications are submitted has no bearing on its approval status. Applications can not be processed until all required documents have been uploaded and will be denied if required documents are incomplete or incorrect.

Please note that CCPS will have the Early Learning Center at CSM opening for the 2023-2024 school year to accommodate additional PreKindergarten slots for students. Students who are eligible for PreK and live in designated areas will attend the Early Learning Center instead of their zoned school for PreK only.

Please select the tier for which your child is applying based on the descriptions above.

Select the Tier for which your child is applying. *

< Previous

Save And Continue >



PreK Tier Application (only for PreK applications):

- If you are applying for PreK, please complete the PreK Tier Application and provide all required information. Any missing information could cause a delay in the processing of your application.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete New Student

PREK TIER APPLICATION 2023-2024

76%

PreK Tier Application: **New Student**

Please click on the link provided for a description of the PreK Application Tiers. <http://www.ccboe.com/departments/prekindergarten/application-tiers>

Please select an application tier.

Income Verification

Applying for the PreKindergarten program is based on income guidelines set by the Maryland State Department of Education. All applicants must provide documentation of income for each wage earner in the household.

Acceptable documentation of income can be any of the following: three most recent consecutive paystubs for each wage earner in the household, statement of unemployment benefits, an official statement of benefits, or completed and signed tax return from 2022.

If you receive benefits through SNAP - Supplemental Nutrition Assistance Program (formerly know as Food Stamps) you will need to upload your most recent approval letter.

Total Number of People Living In Home *

ALL HOUSEHOLD MEMBERS: In the table below, list ALL people living in the household including ALL children and the PreK aged child. The total number of people placed in this table should match the number you placed in the Total Number of People Living in Home field above. Your household includes all those living as one economic unit - including yourself and anyone living with you, whether or not they are related to you.

List ALL current household income, where applicable, before expenses and deductions for taxes, etc., and how often it is paid: weekly, bi-weekly, twice a month, or monthly in the table below. If you receive any other sources of income (ex. Child Support, Alimony, TCA, Disability, Social Security, Financial Support, etc.), please include the source as well as the amount and how often it is received in the table below. Please put 0 for anyone in the home who does not earn income. You will be required to provide verification of all sources of income as listed above.

Please click the Add New button to add each household member and then use your TAB key to move to complete each column field in the table.

All Household Members and Earnings from Work or Other Sources (Before Taxes)

Line	Name	Relationship	Birth Date	Employment Earnings Type	Amount	How Often	All Other Income	Amount	How Often
+ Add New									

I am verifying the number of people living in the home matches the number of people listed in the table above. *

I am currently receiving benefits through the SNAP - Supplemental Nutrition Assistance Program (formerly known as Food Stamps), and will provide a copy of my up-to-date approval letter which lists the dates the supplements are valid and the names of all household members.

No

I understand that CCPS will not send updates on PreK Applications over the summer, but I can check my ParentVue account for status updates. *

Signature: Read carefully and sign. All applications must be digitally signed below. Incomplete applications will not be processed a

I certify that all information provided in this application is true, and all income is reported. I understand that this information is used to determine PreK program in accordance with criteria set by the Maryland State Department of Education and that if I purposely provide false information, or space in the program. I understand that if my child qualifies for PreK and the class at my home school is full, I will be offered a placement at a transportation will not be provided by the school system.

Enrolling Parent's Name *

Date * MM/DD/YYYY

< Previous Save And Continue >



PreK Tier 2 and Tier 3 Application (only for PreK applications):

- If you are applying for PreK, please respond to the statements to confirm you accept the conditions of a Tier 2 or Tier 3 application.

Online Registration

TIER 2 AND TIER 3 APPLICATION 2023-2024

81%

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

Delete New Student

Tier 2 and Tier 3 Application: New Student

Tier 2 and Tier 3 applicants will only be placed if spaces exist after placement of all Tier 1 students. If spaces remain available, Tier 2 and Tier 3 applicant placements will occur after the start of the school year. Please respond to the following statements below to confirm you accept the conditions of a Tier 2 or Tier 3 application.

The applicant meets one or more of the following conditions: Child lives with grandparent or elderly guardian (parent is not in household); Parent has a diagnosed chronic illness impacting ability to care for child; Parent is or will be deployed for 6 months or more. If yes, verification documentation must be uploaded. *

I understand that there may not be spaces available for Tier 2 and Tier 3 applicants. *

I understand that if a space exists for a Tier 2 or Tier 3 applicant, placement will not occur until after the start of the school year. *

I understand the email address attached to my ParentVue account is where I will receive any communication regarding my child's PreK application. *

I would like to receive monthly newsletters from the Office of Early Childhood regarding school readiness skills, community events, etc. *

Parent/Guardian Signature *

Signature Date * MM/DD/YYYY

Save And Continue >

School Selection:

- The system will automatically select the school for the student you are registering based on the Family Home Address. Please click the Save and Continue button.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete New Student

SCHOOL SELECTION 2023-2024

School Selection:

Information

Based on the home address entered, you live within the attendance boundary of

Home Address:

1. **School Selection ***

[< Previous](#) [Save And Continue >](#)

Students Screen Cont'd:

- Once you have completed entering information for your child, you will be returned to the Students screen where you will have the option to Add or Edit another student. If you do not need to add/edit any additional students, you may Save and Continue.
- Please click “Add New Student” to add new information for new student(s).
- Click “Edit” to update any previously or currently enrolled student(s).
- Click “Exclude” next to the student(s) name for which you do not want to update. (Ex. *If your child is currently enrolled and no information has changed but you are adding a new sibling.*)

The screenshot shows the 'Online Registration' interface for the 2023-2024 school year. On the left is a navigation menu with options: Introduction (checked), Family (checked), Parent/Guardian (checked), Emergency (checked), **Students** (active), Documents, Review/Submit, and Delete New Student. The main area is titled 'STUDENTS' and includes instructions: 'Please click "Add New Student" to add new information for new student(s) OR click "Edit" to update currently enrolled student(s) information.' and 'Click "Exclude" next to the student(s) name for which you do not want to update.' Below this is a table for 'Students to enroll in 2023-2024' with columns for First Name, Middle Name, Last Name, Gender, Grade, and Status. One student is listed with a status of 'In Progress'. There are 'Edit' and 'Exclude' buttons for this student, and an 'Add New Student' button below. A section for 'Students that will not be enrolled in this application:' is also present, followed by a table for 'Students to exclude from 2023-2024' with columns for First Name, Middle Name, Last Name, Gender, Grade, and Reason. At the bottom are 'Previous' and 'Save And Continue' buttons.

Online Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

Delete New Student

STUDENTS 2023-2024

- Please click "Add New Student" to add new information for new student(s) OR click "Edit" to update currently enrolled student(s) information.
- Click "Exclude" next to the student(s) name for which you do not want to update.

Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	[REDACTED]	[REDACTED]	[REDACTED]	Male	05	<input type="button" value="In Progress"/>

Students that will not be enrolled in this application:

Students to exclude from 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Reason
------------	-------------	-----------	--------	-------	--------

Documents:

- Please click the blue upload button to upload Proofs of Domicile under the Family section.
- Please click the blue upload button to upload the required Student documents under the Students section.

Students

Birth Verification:

Document Type *

Select birth verification document *

[Upload](#)

Government-Issued Photo ID

Please upload the enrolling Parent/Guardian's state or government issued photo ID. If address does not match the address on the Proofs of Domicile, an updated identification card MUST be provided to the school within 15 days of enrollment. *

[Upload](#)

Report Card and SRC7 Card

Please upload your child's most recent report card if available and the Maryland Student Record Card 7 (SRC7) you received if your child last attended a Maryland public school.

[Upload](#)

Immunization Record

Please upload your child's immunization record. *

[Upload](#)

Proof of Parent/Guardian Relationship to Student

Please upload proof of parent/guardian relationship to student if your name is not listed on submitted proof of birth. Ex. include: birth certificate of student which identifies the parents, court order, separation agreement or divorce decree, etc.

[Upload](#)

Student	Document
[REDACTED]	Maryland Schools Record of Physical Examination
	Medication Authorization
	Blood Lead Test

[Download All Documents](#)

[< Previous](#) [Save And Continue >](#)

Online Registration

- [Introduction](#) ✓
- [Family](#) ✓
- [Parent/Guardian](#) ✓
- [Emergency](#) ✓
- [Students](#) ✓
- [Documents](#)**
- [Review/Submit](#)
- [Delete New Student](#)

DOCUMENTS 2023-2024

Family

Domicile Proof One

Document Type *

Select document *

[Upload](#)

Domicile Proof Two

Document Type *

Select document *

[Upload](#)

Review/Submit Screen:

- Please click the green Review button to review the registration information you have entered throughout the registration process.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit**

Delete New Student

REVIEW/SUBMIT 2023-2024

[Review](#)

Review allows you to confirm all data entered during the New Student process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	[REDACTED]	KD	1. Dr. James Craik Elementary School	

[< Previous](#) [Review](#)

Review/Submit Screen Cont'd:

- Please scroll through the Review screen and review the information you have entered to be sure it is correct. If any changes need to be made, you can click the small Edit buttons next to a section to make changes.
- Once the full registration has been reviewed, please check the box that states, “I have reviewed all registration data and verified that it is correct.” Then please click the green Submit button.

Blood Lead Test

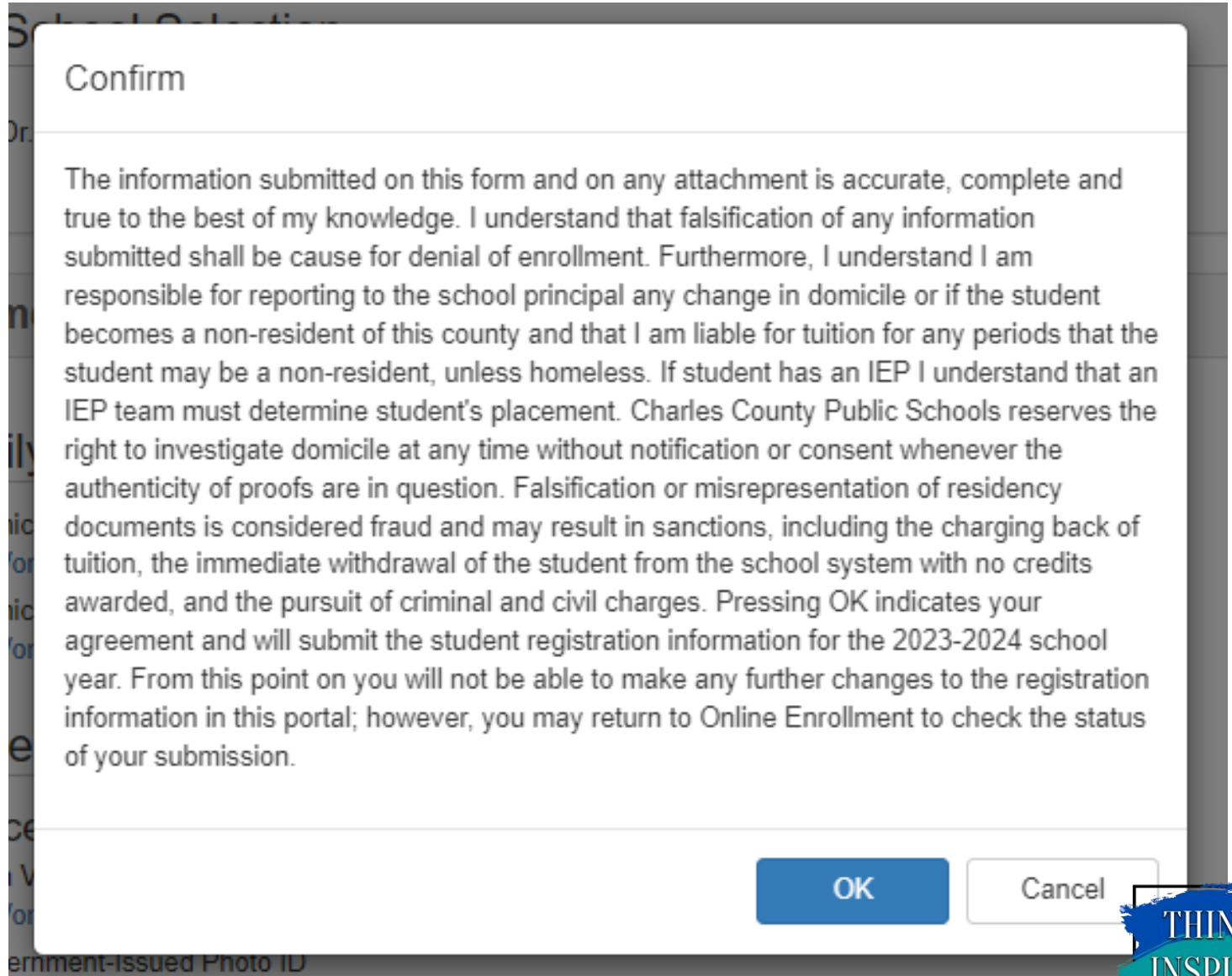
 Download All Documents

I have reviewed all registration data and verified that it is correct

[< Previous](#) [Submit](#)

Confirm:

- Once you click the submit button, you will receive a pop-up box regarding that you acknowledge that the information you have provided is accurate, complete, and true to the best of your knowledge.
- Please click the OK button to allow the submission to continue.



Completed Message:

- You will receive a message letting you know that the registration has been successfully completed and that school staff will now review the registration and will contact you.
- To see the Status of your registration, click the Status button and it will show you where the registration is at in the process. Waiting means, it is pending review by the school; Accepted means it was accepted by the school; Denied means it was denied by the school. You should receive communication via email depending on the status you see.

Online Registration

2023-2024

2023-2024 New Student

Status



Your registration has been successfully completed. School staff will review your registration and contact you by email or phone to schedule an appointment.

The status of your registration(s) that are in progress can be found on the status page

Online Registration

2023-2024 Online Registration

[Review](#) Submitted: 12/7/2023 3:21 PM

Status	Last Name	First Name	Grade	School Name	Comments
 Waiting	██████	██████	KD	 Dr. James Craik Elementary School: Waiting	