

# Charles County Public Schools *Application of Domicile Request*

PPW Signature & Approval/Denial

Request **will not be accepted without** the following supporting documents:

1. An **acceptable** proof of domicile for the owner/lessee of the property from each **Category 1 and Category 2**.
2. Student's Birth Certificate
3. Homeowner/Lessee photo ID with current address
4. Parent/Guardian photo ID – Maryland state issued with current address within 15 business days of application. (Students will be automatically withdrawn if not provided within the time period)
5. Notarized first page of application and second page signatures (this document signed by a Maryland notary)

**New Enrollment** \_\_\_\_\_

**Transition Proof** \_\_\_\_\_ (for 5<sup>th</sup> and 8<sup>th</sup> grades transition use only)

**Student** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Last School Attended** \_\_\_\_\_

**Charles County School Student Will Attend:**

\_\_\_\_\_

**Previous Home Address:**

\_\_\_\_\_

**Current Full-time Domicile:**

\_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

Owner/\*Lessee Name \_\_\_\_\_

Owner/\*Lessee Phone Number \_\_\_\_\_

Relationship to Owner/Lessee \_\_\_\_\_

\*Landlord Name of Rental Property \_\_\_\_\_

\*Landlord Phone Number \_\_\_\_\_

I also have students enrolled in the following school/s:

High School \_\_\_\_\_

Middle School \_\_\_\_\_

Elementary School \_\_\_\_\_

Total number of people domiciled at this address:

Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_

Move in date \_\_\_\_\_

**Please note: An investigation including a review of public databases, may be completed to verify information. CCPS reserves the right to investigate all requests including, but not limited to, an unannounced home visit and contact with landlords of leased property.**

The above-named student will be enrolled in Charles County Public Schools as long as the student and parent(s)/legal guardian(s) are domiciled at the above address. If a change in domicile occurs, the parent(s)/legal guardian(s) must notify the school immediately. If it is determined that false information was provided, the parent(s)/legal guardian(s) whose signature appears below may be liable for assessed tuition, and both the parent(s)/legal guardian(s) and the homeowner(s)/lease holder(s) may be referred to the Office of the State's Attorney for investigation and possible prosecution for theft of services. Proofs received are consistent with Superintendent's Rule 5122.1. (see reverse side) By affixing my signature below, I hereby acknowledge that I have reviewed the information on this form in its entirety, give my consent to verify, and attest that my statements are true and accurate.

Signature of Owner/Lessee

Print Name of Owner/Lessee  
State of Maryland, County of

This record was acknowledged and signed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_  
Name of person making the acknowledgement

Notary Public Signature

My Commission Expires \_\_\_\_\_

For Owner/Lessee witnessed signature

Notary Seal or Stamp

Notary Seal or Stamp

For Parent/Guardian witnessed signature

signature

Signature of Parent/Guardian

Print Name of Parent/Guardian  
State of Maryland, County of

This record was acknowledged and signed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_  
Name of person making the acknowledgement

Notary Public Signature

My Commission Expires \_\_\_\_\_

## **5122.1 Proof of Domicile**

When registering their children in Charles County Public Schools, parents or guardians are required to show two proofs of domicile. One proof must be submitted from each of the below listed categories:

### **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 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

### **Special Cases**

- If a proof cannot be produced in one of the above categories, a Pupil Personnel Worker signed verification can be substituted
- Families who are domiciled with another family and have no proofs of domicile in their name may complete a Verification of Domicile Form accompanied by two acceptable proofs of domicile for the owner/lessee of the property (must be completed on-line)
- Families who enter into a Prospective Homeowner's Application\* and are temporarily residing at a hotel, may submit the hotel receipt, to be accompanied by a pupil personnel worker verification

\*Prospective Homeowner Application-Families who are building or purchasing a home and will be moving into this home within the first marking period of the school year may enroll their children in Charles County Public Schools by special permission through the department of student services. The family will notify the school when they move into the new home in the county by providing documentation of their domicile.

Families living outside the county may request to pay tuition to have their children attend Charles County Public Schools. The families must receive permission through the department of student services, sign a tuition contract, and provide two proofs of their out-of-county domicile. Tuition rates are based on the family's out-of-county status, as well as any special support services required by the student. Tuition contracts may not be approved for schools at or above their enrollment capacity.

Families in Charles County who are caring for children from other counties or states must have proof of court-appointed guardianship/custody prior to enrolling the children in Charles County Public Schools. Some families are exempt from this rule by state and federal laws such as the McKinney-Vento Act.

Families of students in the fifth and eighth grades will be required to provide two current proofs of domicile prior to entering the sixth and ninth grades.

The items listed below are not acceptable proofs of domicile:

- Driver's License
- Car registration
- Voter registration
- Cellular or telephone bill
- General mail, advertisements
- Termination of service statements
- Deeds, titles, or tax statements to property with no dwelling on it
- Letters or notes from persons, notarized or not, that claim an address (PPW verification is exception)
- Bank statements/credit card statements
- Tax return
- Medical insurance documentation
- Mortgage/rental/car insurance

**Charles County Public Schools reserves the right to investigate domicile at any time without notification or consent whenever the authenticity of proofs are in question. Falsification or misrepresentation of residency documents is considered fraud and may result in sanctions, including the charging of back tuition, the immediate withdrawal of the student from the school system with no credits awarded, and the pursuit of criminal and civil charge.**

Parent/Guardian Signature \_\_\_\_\_

Owner/Leaseholder Signature \_\_\_\_\_

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 Michael Blanchard, 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, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event. CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).