

# Registration Requirements

To register your student successfully in Anne Arundel County Public Schools, please read carefully and follow the steps below.

## Step 1

### **Two Proofs of Residency in Anne Arundel County**

At least **two proofs** of residency **are needed** to register students, but more may be required.

1. A Lease, Mortgage Document, Deed **or** Title **is required**. If the provided document **is not** in your name, a notarized **Tenant Resident Verification (TRV) must** accompany the specified document. You can obtain a TRV at any public school in your area.
2. A **recent** utility bill or **current** bank statement addressed to the homeowner or renter **must also be provided**.

Changes in home address or contact information should be communicated to the school promptly and proof of new residence provided.

## Step 2

### **Proof of Birth**

An original birth certificate or passport **must be provided**. If a birth certificate is not available, an affidavit with substantiating documentation is required.

## Step 3

### **Current Health Documentation**

Official documentation, including complete dates (month, day, year) of vaccine administration or a valid exemption is required for student registration.

Call your local health care provider or Anne Arundel County Department of Health area health centers for vaccine requirements **before scheduling your appointment** at the International Student Services Office.

#### **Glen Burnie Health Center**

416 A Street, S.W., Glen Burnie, MD 21061  
410-222-6633  
Fax 410-222-6077

#### **Parole Health Center**

1950 Drew Street, Annapolis, MD 21401  
410-222-7247  
Fax 410-222-4323

Additionally, proof of a **QuantIFERON TB blood test is required** to register students who have resided in a foreign country for at least 6 months or more (with the exception of countries listed on the *Exception List*). Results of the test are required before students may begin school.

## Step 4

### **Previous School Documentation**

School records and/or original transcripts **must be presented for secondary students** and are recommended for elementary students. Recent periods of non-school attendance must be accounted for. If translated document is submitted, the original document in the original language must also be supplied.

**Call 410-263-6420 to make an appointment.**

**Note—Registering students must be accompanied by a parent, court appointed guardian or legal custodian.**

If the student is to be unaccompanied, please call the International Student Services Office for consultation.

**Open Monday–Friday, 8:00 AM–4:00 PM**