



In order to make registration a brief and pleasant experience, we ask that you schedule an appointment with staff at the school where your child will be attending. Please bring the following items with you to complete this process:

- **Proof of Birth** – This can be a birth certificate, passport/visa, physician’s certificate, baptism/church certificate, hospital certificate, birth registration.
- **Immunization Record**
- **Social Security Card/Number**
- **Proof of Residency**
The parent/guardian with whom the child resides **must** live in Talbot County. The form of proof provided by the parent/guardian must be one of the following:
 - ✓ A fully executed lease **plus** two items from the supplemental proof list
 - ✓ A fully executed mortgage agreement or deed **plus** two items from the supplemental proof list
 - ✓ Public Property tax record (SDAT) showing address as primary residence **plus** two items from the supplemental proof list

Supplemental proof list: (The name and address on the Supplemental Proof(s) must match the name and address on the Primary Proof)

- ✓ Electric Bill
- ✓ Gas Bill
- ✓ Water Bill
- ✓ Official Property Tax Statement
- ✓ Social Services program benefits (SNAP, SSI, etc.)

If the parent/guardian cannot produce proof of residency because they are living with someone else, then both the parent and the resident must complete a Residency Verification Form. The parent enrolling the child must show two alternative proofs of residency – driver’s license, I.D. card, bank statement, voter registration, pay check stub, or current W2 form. If this information cannot be provided, please immediately contact Student Services. Once the paperwork is completed for the Residency Verification statement, it must be sent to Student Services for approval before enrolling the student.

*****Any variation from the proof of residency requirements will only be accepted with approval from the Supervisor of Student Services*****

- **Custody Information if applicable**
Parent registering the child must produce court papers showing legal and primary physical custody. The parent registering must also produce a notarized letter from the other biological parent stating approval for the child to attend Talbot County Public Schools OR a signed letter stating that he/she is unable to contact the other birth parent.
- **Transfer Record from prior school that shows most recent grade placement and need of special services if applicable.**
- **Proof of Income (only for PK registrations) – place in sealed envelope and hand deliver to Student Services**
- **Photo ID of parent/guardian completing registration**

