

Charlesmont Elementary School

410-887-7004

7800 West Collingham Drive Baltimore, Maryland 21222
410-887-7355

Fax:

August 28, 2020

Dear Families,

In addition to online registration, Baltimore County Public Schools is offering families the opportunity to register students outdoors at the school site. Charlesmont Elementary registration dates a times are as follows:

September 2nd: 8 a.m. – 7 p.m.
September 4th: 8 a.m. – 2 p.m.
September 9th: 8 a.m. – 7 p.m.

Below are the items that are needed to register your child. Please bring copies.

- Photo ID of parent/guardian (valid driver's license with photograph, passport, MVA identification, or other legal form of photo ID)
- Proof of Baltimore County residency (deed, title, real estate tax bill, lease, rental agreement)
- Three pieces of mail to verify parent's/guardian's name and address.
- Proof of Student's Birth (Birth Certificate/Passport/Baptismal Record)
- Proof of Immunization/Health Records
- Copy of student's most recent report card/transcript (if applicable)
- Copy of student's most recent IEP/504 Plan (if applicable)

In order to protect yourself and our staff, please consider bringing your own pen and hand sanitizer if you can. Also, please be sure to wear your face covering when you come to school. If you drive to the school, remain in your vehicle until you are directed to exit. If you walk to school always stay at least six feet away from other persons. Please do not bring children or friends with you; leave children at home under the supervision of other family members, if possible. Finally, if you have symptoms of COVID 19 disease (fever or chills, cough or shortness of breath, body aches, sore throat, nausea/vomiting or diarrhea, and/or recent loss of taste or smell) and/or if you have been instructed to remain at home due to your own illness or that of a family member or close contact, please do not come to school. Please contact the school to make alternative arrangements.

Stations will be designated to facilitate the registration process.

STATION #1 – Check-In

- This first station will be marked with an orange cone and a sign and will have a staff person checking the student's name to expedite the process. Walking families will report to Station #1 to verify student information.
- Families will be asked to sit at a designated table to begin the registration process.

STATION #2 – Registration Table

- Station #2 will be marked with an orange cone and signage.
- Families will be directed to sit at designated registration table.
- Families will retrieve the PS 515/Student Registration Form and the Student Health Inventory from the designated bin.
- Families will complete the forms and place them in the designated bin.
- Families will drop copies of required registration documents into the designated bin to be reviewed by staff members.
 - Photo ID of parent/guardian (valid driver's license with photograph, passport, MVA identification, or other legal form of photo ID)
 - Proof of Baltimore County residency (deed, title, real estate tax bill, lease, rental agreement)
 - Three pieces of mail to verify parent's/guardian's name and address.
 - Proof of Student's Birth (Birth Certificate/Passport/Baptismal Record)
 - Proof of Immunization/Health Records
 - Copy of student's most recent report card/transcript (if applicable)
 - Copy of student's most recent IEP/504 Plan (if applicable)

STATION #3 – Review of Registration Documents

- Station #3 will be marked with an orange cone and signage.
- Families remain at the registration table while staff members review copies of registration documents for completeness.
- Staff members will use the checklist to document what registration documents have been received.
- Staff members will communicate with families if there are any outstanding documents needed to complete the student registration process.
- If families bring original documents and need copies, staff member(s) will take the papers into the building, make copies.
- Families should exit the school property.

Thank you for your patience and cooperation with this process. We are truly looking forward to seeing you.

Sincerely,



Principal Dawn Hoffmaster