

Atholton High School Student Services
6520 Freetown Road
Columbia, MD 21044
(410)313-7068 FAX: (410)313-7079

The materials listed below are required by the State of Maryland and Howard County Public Schools to register a student at Atholton. You must present a complete packet of materials at the time of registration or we cannot complete the registration process. Please carefully read the list below, and have the materials with you at the time of your registration appointment. Thank you!

YOU WILL NEED AN APPOINTMENT WITH A GUIDANCE COUNSELOR TO REGISTER A STUDENT

_____ Parent must produce a PICTURE I.D. (for ID purposes ONLY)

_____ TWO Proofs of Residence: ONE MUST BE A Signed Deed or Lease for your present residence; IN ADDITION to the lease or deed, we will need to see a recent utility bill (water/gas & electric/cable), tax bill, or insurance bill (homeowner's). Only ORIGINAL materials are acceptable; we cannot accept photocopies of this information.

_____ Student's Social Security Card

_____ Proof of Birth (Birth Certificate, Baptismal Certificate, Military I.D.)

_____ Immunization Records (must have health care provider's signature)

_____ Unofficial Transcript/Records (last report card) from previous school

If there has been a divorce/separation between student's natural parents, we are required to keep on file a copy of custody papers in order to protect the student. Students may only be registered by the court-ordered RESIDENTIAL/ CUSTODIAL Parent? If you are NOT the custodial parent, you will need to call Mrs. Farah Evans, Pupil Personnel Worker, at (410)313-6823 to discuss what the proper procedure is for registering your student

_____ What is the name and address of the school from which your student is coming? Have you withdrawn from this school and do you have your transfer papers? We will need the name and address of this school?

_____ Special Services: Is/Was your student receiving any special services at his/her previous school? (Special Education- IEP, 504, Speech/Language/Hearing/ Vision Services?) If you have a copy of the IEP or 504, please present these documents along with above requested materials.

Grade	Student's Name	Date & Time of Appointment
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