Online Registration Website  https://www.pgcps.org/about-pgcps/registration-enrollment

Documentation Details

A. Government issued Photo Identification for the parent/legal guardian.
The ID must match the name on the birth certificate/guardianship papers. Presentation of photo ID does not qualify as proof of residence.

B. Original Proof of Birth for the Student with seal and parents name listed.

- Birth Certificate/Live Certificate of Birth
- Hospital Certificate
- Physician’s Certificate
- Baptismal or Church Certificate
- Passport / Visa (ONLY if the student first reported to and was approved by the International Student Counseling Office (ISCO) at 301-445-8460.)

Proof of residence may be established by a combination of the following documents:

**Primary Proof of Residency**

- Settlement papers
- Lease/rental agreement*
- Deed of property
- Current mortgage statement
- Current tax assessment bill.

All documents must be originals. Settlement papers and lease/rental agreements must be signed and dated by all parties.

*Private party leases must be notarized by the landlord or a notarized letter from the landlord must be provided with the original lease.

If there are concerns about the residence, if the original term of the lease has expired, or if the ownership information is more than one-year-old, two additional documents of recent mail (listed below) will be required.

All additional documents must be originals, net copies. These documents must be delivered by US Postal mail and may include the following:

**Secondary Proof of Residency**

- non-cell phone bill
- utility bill
- credit card statement
- bank statement
- Mail from government agencies for official correspondence (excluding PGCPS)
- Hospital bill
- Auto, home, or health insurance policies

Pre-Kindergarten- Parents must provide the last two check stubs, received and dated, before the date of the online application.

Shared Housing—Parent must provide two additional pieces of mail if the proof of residency (listed above) is not in the parent’s name.