

SMCPS- Policy and Regulations

JEC-R- School Admissions

Proof of residence will include one of the following:

- a. deed with 911 address assignment, mortgage paper with 911 address assignment, and/or rental agreement or lease which shows occupancy of an owned or rented domicile;
- b. building contract (letter from builder, realtor, landlord, etc. which indicates 911 address and projected occupancy date);
- c. current property tax bill/Maryland Department of Assessments and Taxation form;
- d. current utility bill with parent(s)/legal guardian(s) name, 911 address, and service address of a bona fide residence (no post office box is accepted - wireless telephone bills are not acceptable);
- e. a signed, notarized affidavit from the landlord of the home in which the child lives verifying that the child resides at that 911 address. Include the language, "I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true in the affidavit." If the documentation is from the landlord, then the landlord must provide the parent/legal guardian with proof of residence using one of the preceding categories;
- f. Patuxent River Naval Base housing form NOW-NATC-1110-1/15, Assignment to Public Quarters, which identifies bona fide residence in St. Mary's County or other official documentation of housing as provided through the Private Public Venture Housing/Military Housing Privatization Initiative;
- g. St. Mary's County official 911 address assignment;
- h. hardship case as determined by the Director of Student Services; or
- i. documentation as available through the Maryland Safe At Home Address Protection Program (COMAR.01.02.11).