

Anne Arundel County Public Schools | Annapolis High School  
2700 Riva Road, Annapolis, MD 21401 | 410-266-5240 | 410-266-0687 Fax

## Registration Requirements

To register your student successfully in Anne Arundel County Public Schools, please read carefully and follow the steps below before contacting the school.

If your student is coming from a school outside the United States please contact the ISSO at 410-263-6420.

### Step 1

#### **Two Proofs of Residency in Anne Arundel County**

At least **two proofs** of residency **are needed** to register students, but more may be required.

1. A Full Signed Lease, Mortgage Document, Deed **or** Title **is required**. If the provided document **is not** in your name, a notarized **Tenant Residency Verification (TRV)** **must** accompany the specified document. You can obtain a TRV at any public school in your area.
2. A **recent** utility bill or **current bank** statement addressed to the homeowner or renter **must also be provided**.

### Step 2

#### **Proof of Birth**

A birth certificate or passport **must be provided**. If a birth certificate is not available, an affidavit with substantiating documentation is required.

### Step 3

#### **Current Health Documentation**

Official documentation, including complete dates (month, day, year) of vaccine administration or a valid exemption is required for student registration.

Call your local health care provider or Anne Arundel County Department of Health area health centers for vaccine requirements **before scheduling your appointment** with the Counseling Office.

**Parole Health Center:** 1950 Drew Street, Annapolis, MD 21401  
410-222-7247 | Fax 410-222-4323

### Step 4

#### **Previous School Documentation**

School records and/or original transcripts or final eight (8th) grade report card **must be presented for students**. Recent periods of non-school attendance must be accounted for.

\*\*\*Per the Board of Education AACPS is **not allowed** to request records for student prior to them attending the first day of school. \*\*\*

**Call 410-266-5240 to make an appointment.**

**Note—Registering students must be accompanied by a biological parent, court appointed guardian\* or legal custodian\* living in our attendance area.**

(\*Must have Court documentation with them at time of enrollment).

If the student is to be unaccompanied, please call the Counseling Office for consultation.

**Open Monday-Friday, 8:00 am—3:00 pm**