

Enrollment Policies

Enrollment Tenure

CCS offers enrollment on an annual basis. For administrative purposes, the annual school year begins on September 1 and continues until the family concludes their annual school year or until August 31, whichever comes first. To continue enrollment with CCS, each family must be in “good standing” with CCS and must annually submit a Renewal Enrollment Application (mailed to you in April), a completed and signed Portfolio Review Form for the year you are completing, and the current renewal fee.

New Enrollment Application:

Open year-round for new enrollments.

1. Each family is responsible to abide by the Maryland State Law’s requirements for a family that wishes to homeschool their children under the supervision of an entity such as CCS. According to the law, “a parent or guardian who chooses to teach a child at home shall sign a notification statement prescribed by the State Department of Education”, which is called the **Maryland Home School Notification Form**. We have attached a notification form to this application, or you can search online for your Maryland county’s specific form.
2. Note: It is recommended that photocopies be made of correspondence with your county school board, as well as your portfolio reviews submitted to CCS.
3. A New Enrollment Application must be completed in full and signed by the parent or guardian with appropriate fee enclosed. An incomplete application will be returned to you by mail.
4. An Enrollment telephone conference will be conducted for all new enrolled families. The purpose of the conference is to address any questions concerning homeschooling in Maryland, as well as the CCS Policies and Procedures. It is the enrolling family’s responsibility to contact the CCS office for this telephone conference. During the telephone conference items such as curriculum selection, portfolio requirements, and other enrollment issues will be discussed.

Renewal Enrollment:

A *Renewal Enrollment Application* must be completed in full of ***all requested updates***, signed by the parent or guardian, and postmarked by the due date with all appropriate fees attached. An updated renewal form will be issued for each Summer Enrollment Period. A Homeschool Notification Form must be filed with your local board of education for each new homeschooling student.

The portfolio review documentation must be completed in full and attached to the renewal form when submitted. Details of this documentation discussed under the “Portfolio Policies” section.