

Registration and Student Service Information

Below is a list of resources to assist you. You will find information regarding registrations, withdrawals, transfers, transcripts, change of address, education verifications, free and reduced meals, MVA forms and Maryland work permits. If at any time you have questions or need assistance, please contact the registrars by email or phone below.

*****Please note during the summer student services office is open Monday - Thursday from 9 AM to 2 PM. We will be checking our messages and emails frequently and will be in contact as soon as possible.***

Registrar Contact Information

WLHSRegistrars@hcpss.org

Katie Reddy | Katie_Reddy@hcpss.org

Daishon Banks | Daishon_Banks@hcpss.org

(410) 313-6968 – Student Services Office

(410) 313-5626 – Fax

Counselor Information

Brian Mazzeo | Team Leader - School Counselor: So-Z |

brian_mazzeo@hcpss.org

Jill Altshuler | School Counselor: A - B | jill_altshuler@hcpss.org

Stephanie Brown | School Counselor: C - F | stephanie_brown1@hcpss.org

Katise Henderson | School Counselor: G - Ki | katise_henderson@hcpss.org

Sherri Malloy | School Counselor: Kj - Ol | sherri_malloy@hcpss.org

Nicole Raines | School Counselor, Om - Sn | nicole_raines@hcpss.org

Chandra McKnight-Dean | School Psychologist |

chandra_mcknight-dean@hcpss.org

- **Enrollments/Registration**

All registrations take place online. You will need to upload documents (current lease/deed, utility bill (no older than 45 days), birth certificate, parent photo id, final report card from last school, and if applicable, any IEP/504 documentation) during the online registration. We will contact you the next day we are in the office.

If you would like to enroll your student in Howard County Public Schools, please go to <https://www.hcpss.org/enroll/> You will need to create a login if you have never had a student in HCPSS. If you have had a student in HCPSS please use your existing email and you may reset your password if needed.

*****If your student already goes to a Howard County Public School please see transfers below.***

- **Transcript Requests, Diplomas and education verifications**

All former student transcript requests and education verifications should be requested through [ScribOrder](#).

Unofficial transcripts are available to current students in Synergy. Here's how to access them:

Log into Synergy: <https://www.hcpss.org/connect/>

Select - More Options from the left panel.

Select – Report Cards

Select – The Transcript you wish to access.

- **Change of Address**

If you change your address at any time, you must complete a [change of address form](#) and supply the updated residency documents outlined on the change of address form. You may not change the address in your student's family file, this must be done through the registrar's office.

If you are moving in with another family, you will need to complete a multi-family enrollment. Please reach out to the registrars for more information regarding the process.

- **Education Verifications**

All education verifications must be submitted online at

<https://hcpssmd.scriborder.com/>

- **Transfers**

If you currently attend a Howard County Public School and are moving to another area within Howard County, you will complete the change of address process at the current school. The current school will work with the new school to facilitate the transfer of your student once the new residency documents are received.

- **Withdrawals**

To withdraw your student from Wilde Lake and/or transfer your student to a new school outside of HCPSS, please complete a [Withdrawal Request Form](#) (attached). Return the signed form and a copy of your Photo ID to

WLHSRegistrars@hcpss.org.

Frequently Requested Resources

Free and Reduced Meals (FARMs)

HCPSS participates in the National School Lunch and Breakfast Programs which provide families with significant benefits to help save money. Qualification is based on family size and income, and enrollment is confidential. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) can get

free meals regardless of income, and students from households that meet federal income guidelines are eligible to receive free or reduced-price meals. Apply online [here](#).

MVA Verification of Student Attendance

Learner's Permit Applicants: Maryland State Law requires all applicants for a learner's permit, under the age of 16, to demonstrate acceptable school attendance in the prior school semester. To verify school attendance, the legal parent/guardian must certify by signature on this [form](#).

Maryland Work Permit

Minor Work Permit: Information you need to know

Work permits are required for all minors under the age of 18 to work in the State of Maryland.

- [Apply for a Work Permit online](#).
- La [aplicación en línea para solicitar un permiso de trabajo](#) tiene un botón en la parte inferior de la página para cambiar el idioma a español

Work permits are not issued to minors under the age of 14. (Unless the child is a model, performer or entertainer with a [special permit](#); en español ([Solicitud para permiso especial de trabajo](#)). Special permits are issued only by the Commissioner's Office.)

Work permits are issued by the Division of Labor and Industry.

Work permits are not issued until the minor has been offered a job.

If the minor changes jobs, a new work permit must be obtained.