Dear Parent/Legal Guardian:

During the COVID-19 State-mandated shutdown, Anne Arundel County Public Schools is using a remote process to enroll students for the 2020-2021 school year for grades K-12.
The following documents are required for enrollment:

- Child's documents –
    - Birth Certificate
    - Immunization Record
    - Recent Report Card or Transcript
- Parent's documents –
    - Government-issued photo ID
    - Primary proof of residency: mortgage, deed, or lease
    - Secondary proof of residency: utility bill, bank statement, or paystub in the last 60 days
    - Custody Order (if applicable)

Hint: Be sure to have your documents saved and ready, in PDF or JPEG format, before you enter the portal because the system cannot accept incomplete registrations and you'll have to re-enter all data fields.

Please follow the link to our online enrollment portal where you'll complete forms electronically and upload your documents:

- **English: https://secure.aacps.org/webapps/SEFP/en-US/OSS**
- **Spanish: https://secure.aacps.org/webapps/SEFP/es-ES/OSS**

If you have any questions, please email me at this address. I look forward to working with you and welcoming your family to **Southgate Elementary School.**