



16.0 Shared Domicile

16.1 Shared Domicile Policy

1. Shared Domicile Overview

In accordance with [BCPS Rule 5150](#) Shared Domicile is defined as a parent or guardian whose name is not on the deed or lease for the dwelling in which they reside. As per Rule 5150 Section III. D, shared domicile processes “will be followed when a child is domiciled with a parent in a residential dwelling located in Baltimore County with another person or persons. The parent must contact the PPW or residency investigator for the school attendance area for the address of the shared domicile residence.” At Watershed Public Charter Schools (WPCS) the school attendance area is the entirety of Baltimore County.

2. Enrollment

As per [WPCS Policy 13.0](#), if a lottery applicant’s name is not on the deed or lease for the dwelling in which they reside, they must contact the main office upon receiving their acceptance letter to start the shared domicile process. You will be granted an extra week to complete the extra paperwork, please contact the PPW at the start of your enrollment period, waiting until the last minute will not result in an extension.

3. Current Students

Current families are expected to renew their shared domicile yearly as per [BCPS Rule 5150 Section III D. 8a and 8b](#). **This paperwork must be received by June 30th of the preceding school year.** *“Each school will provide the parent(s) of a child enrolled at the school under a shared domicile living arrangement notice of the annual renewal requirement, along with a copy of the Shared Domicile Disclosure Renewal Form.”* If the required paperwork is not received by the deadline the space will be considered forfeited, the student may be withdrawn and an applicant from the lottery waitlist admitted. The school will make a good faith effort to contact the parents or guardians no less than three times to notify them of their renewal status.

The following must be submitted to WPCS no later than June 30:

- (1) A completed Shared Domicile Disclosure Renewal Form; and
- (2) Three documents to verify name and address at the shared domicile residence. If mail, an invoice or a statement is used, the document must be dated within 60 calendar days of the date of the renewal.
- (3) **If the Shared Domicile Renewal Form is not received by the school by the June 30 deadline, the student may be withdrawn**, and the parent will be required to complete the lottery application process in order to reapply to Watershed Public Charter School and reapply for Shared Domicile status.

4. Withdrawal

As per [WPCS Policy 13.0](#) Students who withdraw from Watershed for any reason lose their space at Watershed. Previously withdrawn students are welcome to reapply at the time of the next lottery.