



ESOL Welcome Center at CCBC Randallstown

3637 Offutt Road
Randallstown, MD 21133
Phone: 443-809-6752
Fax: 443-809-6790

Enrollment Procedures

Families must call the ESOL Welcome Center to make an appointment Monday through Friday from 9:00 AM-4:00 PM. **Please call 443-809-6752**

- Students enrolling with international transcripts in grades 9-12.
- All students new to a Maryland public school system who indicate a language other than English on at least two of the questions on the Home Language Survey.
- For students who speak a variety of World English, please contact the Welcome Center to determine if the family should be referred to the Welcome Center.
- Note: MD transfer students DO NOT need to come through the Welcome Center

English Language Learners are assessed at the ESOL Welcome Center at the time of their appointment. This process includes:

- Interviewing the student to gain a better understanding of their educational background
- Testing of English proficiency in order to determine ESOL services
- Evaluation of foreign transcripts
- Recommendation for grade placement
- Residency verification
- Completion of the required school registration forms
- Referral to a health center for immunizations
- Completion the meal benefit form
- Completion the privacy opt out form
- Explanation of the US school system

Students must come to the ESOL Welcome Center with a parent or legal guardian and bring with them the following documents:

- Proof of residency in Baltimore County (lease or proof of ownership)
- 3 pieces of mail dated within 60 days
- Proof of student age (birth certificate, passport)
- Proof of immunization records
- Proof of education, transcripts or report cards from schools previously attended
- Photo ID of the parent or legal guardian

Any documents presented during the interview will be treated confidentially. Information gathered will be used for school purposes only.

Registrar: Candice Lenet
Administrative Assistant: Emeé Abellana
Pupil Personnel Worker: Mark Anelli