



New Construction Verification Form
Student Reassignment
Build, Buy, Lease Category

Part I: Completed By Parent/Guardian

Student's Full Name: Student ID:
Requested School: Grade:
Parent/Guardian's Full Name:
Phone Number: Email Address:
Property Address (Future Home):

Authorization for Release of Information: I grant permission for the Howard County Public School System personnel to communicate with the builder named below. This release pertains only to records related to the reasons for my child's reassignment request and allows for the school system to release information and receive information from the named builder.

Parent/Guardian's Signature: Date:

I understand that by typing my name, I am electronically signing this document.

Part II: Completed By A Licensed Builder

Builder Information

Company Name:
Contact Name: Title:
Phone Number: Email Address:
Company Address: Website:
MHBR #: MHIC #:

Property Information

Lot #: Building Permit #:

Current Construction Phase (check one):

Planning & Permits Mechanical, Electrical, & Plumbing Exterior Finishes
Foundation Work Insulation & Drywall Final Inspection & Walkthrough
Framing Interior Finishes Closing & Move-In

HCPSS Policy 9000 requires a family to be living in the new home within 90 calendar days of the student's anticipated enrollment start date. Provide best estimates for the following:

House Footings Pour Date: Projected Construction Completion Date:
Projected Settlement Date: Anticipated Use and Occupancy Permit Date:

Builder's Signature: Date:

I understand that by typing my name, I am electronically signing this document.

Send completed form as a PDF to residency@hcpss.org

Information about the build/buy/lease category of student reassignment can be found on the HCPSS website.

HCPSS Office of Pupil Personnel Services
Phone: 410-313-6997 | Email: residency@hcpss.org