

MONTGOMERY COUNTY PUBLIC SCHOOLS**Prekindergarten/Head Start Programs
Checklist for Applications**

Rocking Horse Road Center, 4910 Macon Road, Room 141, Rockville, Maryland 20852

Student Name _____ APPLICATION NUMBER: _____

FORMS REQUIRED AT THE TIME OF REGISTRATION TO QUALIFY FOR ENROLLMENT:

- MCPS Form 335-8, Prekindergarten/Head Start Application (Green Card)
- MCPS Form 335-83, History of Early Intervention Services
- MCPS Form 560-24, New Student Information
- MCPS Form 565-1, Student Emergency Information
- MCPS Form 335-84, Parent/Guardian Notification (Permission for PK)
- MCPS Form 335-9D, Prekindergarten/Head Start Parent/Guardian Volunteer Form
- MCPS Form 335-92, Customer Satisfaction Survey
- MCPS Form 335-82, Request for Transportation

Supporting documents:

- Proof of Age and Identity of Student—**
ONE of the documents listed below:
 - Birth Certificate
 - Passport
 - Physician's Certificate
 - Baptismal or Church Certification
 - Hospital Certificate
 - Parents' notarized affidavit
 - Birth Registration, or
 - Other legal or notarized identification for child's identity and date of birth verification.
 - Proof of Identity of Person Enrolling Student and Relationship to Student—**
Examples of proof of identity that includes a photograph include:
 - Driver's License
 - Passport
 - Motor Vehicle ID Card
 - Other
 Examples of proof of relationship to student include—
 - Child's Birth Certificate
 - Court Order
 - Separation Agreement or Divorce Decree, or other legal form of identification
 - Proof of Family Income (all adults in family)—**
ALL of the documents listed below that apply to your situation.
 - Tax return—1040, W2s, Schedule C/1099
 - Three current pay stubs for each job
 - Employment Letters
 - Child Support Court Order or Letter
 - Financial Assistance Letter showing dollar amount
 - Temporary Cash Assistance (TCA)
 - Rental Income Letters
 - Unemployment, disability Income, etc.
 - Current Proof of Residency in Montgomery County**
 - If owns home—current property tax bill
 - If rents home—current lease* (include HOC, Rental or Utility Assistance, if applicable).
*If original term of the lease has expired, a copy of a current utility bill or a lease extension should be provided
 - If living in shared housing —MCPS Form 335-74 and copy of current property tax bill of homeowner, or a copy of rental lease (if term of the lease has expired, a copy of a current utility bill or a lease extension should be provided); and provide three documents to demonstrate that the parent/guardian is living at the address. The completed MCPS form 335-74 may be counted as one of the three documents. **MCPS Form 335-74 does not have to be notarized during COVID-19**
- If applicable:**
- Child's Medical Insurance Card
 - WIC Folder
 - Food Supplement Program (FSP) Letter (formerly Food Stamps) (if applicable)
 - Child Care Subsidy Voucher
 - Name and address of child care provider
 - Child's Individualized Education Program (IEP)
 - Proof of guardianship/foster care/custody
 - Child's Social Security Card (only needed if applying for Maryland Children's Health Program (MCHP))