

Office of Teaching, Learning, and Schools
Curriculum and Instructional Programs, Prekindergarten–12

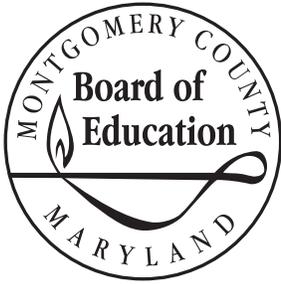
MONTGOMERY COUNTY PUBLIC SCHOOLS, ROCKVILLE, MARYLAND

Kindergarten ORIENTATION PROGRAM

2021–2022 GUIDE

.....
Maryland's Largest School District
.....

MONTGOMERY COUNTY PUBLIC SCHOOLS



VISION

We inspire learning by providing the greatest public education to each and every student.

MISSION

Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

CORE PURPOSE

Prepare all students to thrive in their future.

CORE VALUES

*Learning
Relationships
Respect
Excellence
Equity*

Board of Education

Ms. Brenda Wolff
President

Ms. Karla Silvestre
Vice President

Dr. Judith R. Docca

Mrs. Shebra L. Evans

Ms. Lynne Harris

Mrs. Patricia B. O'Neill

Mrs. Rebecca K. Smondrowski

Mr. Nicholas W. Asante
Student Member

Montgomery County Public Schools (MCPS) Administration

Jack R. Smith, Ph.D.
Superintendent of Schools

Monifa B. McKnight, Ed.D.
Deputy Superintendent

Karen Stratman
Chief of Staff

Derek G. Turner
Chief of Engagement, Innovation, and Operations

Janet S. Wilson, Ph.D.
Chief of Teaching, Learning, and Schools

850 Hungerford Drive
Rockville, Maryland 20850
www.montgomeryschoolsmd.org

Overview

The *Kindergarten Orientation Program*, traditionally held in the spring of each year, is the first organized opportunity for many parents/guardians and their kindergarten-age children to become acquainted with Montgomery County Public Schools (MCPS).

The focus for the *Kindergarten Orientation Program* is on creating an **informal, stress-free environment**, which sets the stage for a positive ongoing relationship between home and school. **Kindergarten Orientation typically includes an opportunity to visit the school, help parents enroll their children, including the completion of health forms, and to assist students in becoming acquainted with future friends and the school environment. This year we are separating the orientation and visit from the registration due to the ongoing COVID-19 pandemic. This guide will provide information about the spring sessions, which will focus on providing an introduction to the school and an opportunity to support parents/guardians with registering their children for kindergarten.** The parents/guardians should leave feeling confident that they are welcome at school and that their child will have a successful kindergarten experience. The principal's presence during the various phases of the *Kindergarten Orientation Program* is essential.

Parent/Guardian Information

The *Kindergarten Orientation Program* is the beginning of a partnership between school and family, which we know is essential for ensuring a child's success in school.

During the April registration sessions, school staff should facilitate the registration process and be available to answer questions and respond to concerns. Sharing information about the school and its curriculum is an important phase of the *Kindergarten Orientation Program*. Some information to share includes the following:

- Directions for accessing the online registration system
- *The Kindergarten Handbook* which includes all forms for Kindergarten enrollment for parents/guardians who choose to complete registration using paper copies of the required forms.
- Maryland Department of Health (MDH) Vaccine Requirements for Children—School Year 2021–2022
- Suggestions for what parents can do to help prepare their child for kindergarten. See the MCPS document *Getting Ready for Kindergarten: What Parents Can Do*
- A slide or video presentation about the school
- *A Guide to Early Entrance to Kindergarten (only for parents requesting Early Entrance to Kindergarten information)*

Registration

Children must be 5 years old on or before September 1 to enter kindergarten.

Early Entrance to Kindergarten and First Grade

Maryland State Department of Education regulations require that children must be 5 years old on or before September 1, 2021, to be eligible to enter Kindergarten and 6 years old on or before September 1, 2021, to be eligible to enter first grade. Children who will turn age 5 between September 2 and October 15 are eligible to apply for Early Entrance to Kindergarten. Parents/Guardians can apply February 1 through June 30, 2021. Principals must inform parents/guardians that they are responsible for communicating to their children that applying for Early Entrance to Kindergarten and participating in the assessment administration does not mean they will automatically be attending Kindergarten during the upcoming school year. This disclosure is now included in the Early Entrance to Kindergarten Wellness Verification and Disclosure form that is included with the Early Entrance to Kindergarten Guidelines memorandum.

Children who will turn age 6 between September 2 and October 15 are eligible to apply for Early Entrance to First Grade. Parents/guardians can apply July 1 through the Friday of the first week of the school year. Children applying for Early Entrance to First Grade are to be placed in a Kindergarten classroom and assessed during the beginning of the school year.

The Montgomery County Board of Education has a policy (Board Policy JEB, *Early Entrance to Prekindergarten, Kindergarten, and First Grade*) governing early entrance to kindergarten for children whose birth dates fall beyond the prescribed date of September 1. Parents/guardians who wish to apply for early entrance to kindergarten should contact their child's home school to request an assessment appointment during Kindergarten Orientation and complete MCPS Form 271-6, *Application for Early Entrance to Kindergarten Program*. Further information about the early entrance process for the 2021–22 school year is forthcoming.

All students must register at their respective home schools. Schools should accept registration only for students who live within the school's boundaries.

The Kindergarten Handbook includes MCPS Form 345-17, *Maryland State Department of Education Prekindergarten Experience*. The form asks parents/guardians to indicate their child's most recent prekindergarten experience. **This information is required by the State of Maryland and must be completed by parents/guardians when registering electronically or entered into Synergy when the completed form is returned to the school.**

The Maryland Home Language Survey is now on MCPS Form 560-24, *New Student Information* (included in the online registration process and in the Kindergarten Handbook), and is used to collect information to identify languages spoken by the child in the home. This information will determine potential incoming kindergarten English language learners. (see page 4 of this Administrator's Guide) It is recommended that an ESOL

teacher be present during Kindergarten Orientation to explain the purpose of the Maryland Home Language Survey and to assist parents/guardians with understanding the questions so that they will provide the most accurate information for the student.

Also, please request that parents/guardians write the name of their child care provider on the New Student Information form, on line labeled “Last School Attended.”

MCPS Form 565-1, *Student Emergency Information*, included in the online registration process and in the Kindergarten Handbook, is used to collect emergency contact and medical information about students. If a parent/guardian enrolls a child using a paper version of this form, this information must be entered in by the child’s home school during enrollment. (see page 4 of this Guide, Planning and Implementation #12, for more information). Information entered by the home school during enrollment will be available at that time for parent/guardian review, for school staff during summer programs, and on Synergy.

When transfers are requested, follow standard Change of School Assignment (COSA) procedures. Transfer requests must originate at the home school.

School community health nurses may be available during Kindergarten Orientation. If this is not possible, parents/guardians can be referred to the school nurse, who then will make arrangements to meet with them at a later time.

Consider communicating the following information to parents/guardians during your school’s registration drive:

- *Exemption forms*—MCPS Form 560-19, *Exemption to Kindergarten Attendance Requirement*—Forms filed for the current school year are to be collected from the parent/guardian, if the child was exempted from attending kindergarten last year. (See Appendices A and B.) If the Immaturity box was checked, the child may enroll **only** in kindergarten. If either Child Care Center or Family Day Care boxes were checked in Part III, then Part V of this form **must** be completed before the first day of attendance. The child then may be enrolled in Grade 1. If the parent/guardian prefers kindergarten enrollment, the principal should concur with that request.

All children without a bona fide exemption must attend kindergarten before entering first grade, even if they are age-eligible for first grade. Please contact the staff from Curriculum and Instructional Programs, Prekindergarten–12, Office of Teaching, Learning, and Schools at 240-740-4090, for further information. Prior to signing off on Section IV of MCPS Form 560-19, *Exemption to Kindergarten Attendance Requirement*, principals are required to inform parents/guardians that if their child currently is receiving special education services, the kindergarten exemption may cause elimination of some of those services.

- *SR-6, Maryland Schools Record of Physical Examination*—Schools will collect an inventory for every kindergarten student entering MCPS for the first time, signed by an authorized health care provider, verifying that a physical examination was done no more than nine months before or no later than six

months after the student’s kindergarten enrollment (first day of attendance in school). **This is a state law.** However, non-compliance **is not** a condition for exclusion from school. If compliance is not possible, the parent/guardian is requested to indicate the reason.

- *Immunizations required by state law*—An Immunization Certificate (preferably the Maryland Department of Health (MDH) Form 896 found in the Kindergarten Handbook), with appropriate immunizations must be submitted at the time of enrollment. Go to <https://phpa.health.maryland.gov/OIDEOR/IMMUN/Pages/back-to-school-immunization-requirements.aspx> to see the list of Minimum Vaccine Requirements for the current school year. The only exceptions to the required immunizations are—
 - documentation of medical contraindication by an authorized health care provider,
 - documentation of religious exemption by the parent/guardian,
 - documentation of medical contraindication due to a temporary condition—too early for next dose in a series of vaccine doses, or
 - proof of a medical appointment to obtain immunizations or immunization documentation within 20 days of the enrollment date (students will be excluded on the day following the appointment if documentation is not provided).
- *Immunization resources*—The Montgomery County Department of Health and Human Services (DHHS) offers immunizations by appointment only at three clinics for children ages 18 years and under who meet one of the following eligibility criteria: Are enrolled in
 - Medicaid (MA, MCHP, CFK, etc.)
 - Do not have private health insurance
 - Are under-insured (have health insurance that does not cover vaccines)

Clinic locations:

- School Health Services Center at the Rocking Horse Road Center
4910 Macon Road, Rockville, MD 20852
Call (240) 740-4430 for appointment (Children age 3-18 years only)
- Dennis Avenue Health Center
2000 Dennis Avenue, Silver Spring, MD 20902
Call (240) 777-1050 for an appointment
- Germantown Health Center
12900 Middlebrook Road, Germantown, MD 20874
Call (240) 777-3380 for an appointment
- Freedom from tuberculosis, documented by a negative skin test or chest x-ray, is recommended for students who enter MCPS from outside of the United States, including all children who have lived outside the US for 12 months or more.

Skin tests or may be obtained from private health care providers or at the School Health Services Immunization

Center (SHSIC), 4910 Macon Road, Rockville, Maryland, 240 740-4430. Individuals with positive skin tests must be cleared by chest x-rays before attending school. Chest x-rays are available through private physicians or DHHS, TB Control Program, 2000 Dennis Avenue, Silver Spring, 240-777-1800. Kindergarten students who are new to the US or who have lived outside of the US for 12 months or more, enrolling directly at their home school, may not have received a TB skin test and should be encouraged to visit their private health care provider or the SHSIC at 4910 Macon Road, Rockville, Maryland, for TB screening and to submit a copy of the TB screening results to the health room.

- MCPS Form 525-17, *Dental Health Form* (included in the Kindergarten Handbook)—It is highly recommended that a dentist examine a child before starting kindergarten. Examinations are available through DHHS for those who are financially eligible.
- DHMH 4620, *Blood Lead Testing Certificate*—This form, found in the Kindergarten Handbook, must be submitted for students enrolling in special education prekindergarten programs, kindergarten, or first grade. Head Start, prekindergarten students, and children born on or after January 1, 2015, must have documentation of a blood lead test.

..... **Planning and Implementation**

The following steps can help schools organize for the kindergarten registration process in April.

1. Discuss, organize, and coordinate orientation procedures and dates with kindergarten teachers, counselor, ESOL staff, and other involved staff.
2. Publicize the registration dates to help locate children who will be 5 years old by September 1. This may be done by asking parents/guardians of older students in the school to publicize orientation in their neighborhoods, announcing the dates in PTA or principals' newsletters, placing posters in public areas, or by using other public media. Be sure to include students from MCPS prekindergarten and Head Start, special education, and regular education preschool programs.
3. This year, MCPS has provided families with the capability to register for kindergarten online. Information from the forms completed online will be collected in Synergy. MCPS families with ParentVUE accounts can register a child for kindergarten by clicking on the Online Registration link after logging into the portal https://md-mcps.edupoint.com/PXP2_Login.aspx. MCPS parents/guardians who have not set up a ParentVUE account should contact their school for their activation letter. Parents new to MCPS can create a ParentVUE account by registering on the Online Registration system. https://md-mcps.edupoint.com/PXP2_OEN_Login.aspx.
4. Parents/guardians who wish to register via paper forms can do so using the forms provided in the Kindergarten Handbook. The Kindergarten Handbook includes the welcome letter from the superintendent of schools and all

(with the exception of the Vaccine Requirements School Year 2021–2022) of the required enrollment and medical forms. A limited supply of the Kindergarten Handbooks will be shipped to each school from the warehouse for parents/guardians who request paper versions of forms for enrollment. A link to the Vaccine Requirements School Year 2021–2022 will be shared online when it is available from the Maryland Department of Health. The following letters and forms are now included in the Kindergarten Handbook:

- MCPS Form 560-24, *New Student Information* (which now includes the state-mandated Maryland Home Language Survey)
 - MCPS Form 345-17, *Maryland State Department of Education Prekindergarten Experience*
 - MCPS Form 565-1, *Student Emergency Information*
 - MCPS Form 525-17, *Dental Health Form*
 - MDH Form 896 Maryland Immunization Certificate
 - DHMH 4620, *Maryland Blood Lead Testing Certificate*
 - MCPS Form SR-6, *Student Record Card 6*
5. The Vaccine Requirements, School Year 2021–2022 have not yet been finalized by the state. This information will be available on the *Maryland Department of Health website* once the requirements are finalized. Parents/guardians can be referred to this site for information about specific requirements.
 6. The following four forms are not necessary for registration; however, schools lacking a supply of these can print them from the MCPS website:
 - MCPS Form 525-12, *Authorization to Provide Medically Prescribed Treatment*
 - MCPS Form 525-13, *Authorization to Administer Prescribed Medication*
 - MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*
 - MCPS Form 560-19, *Exemption to Kindergarten Attendance Requirement*
 7. Parents/guardians of Head Start, special education, and regular education prekindergarten students are invited to participate in the registration session.
 8. Share the link to the electronic version of the Kindergarten Handbook with parents/guardians to review prior to the registration session. Keep a list of the names and addresses of children expected to attend orientation. An electronic version of the handbook will be available on the MCPS website at <https://www.montgomeryschoolsmd.org/info/enroll/kindergarten.aspx>. Translated versions of the Kindergarten Handbook will be added to this page when they are available.

10. Arrange for interpreters to assist non-English-speaking parents/guardians.
11. Prepare the following files for new enrollees:

Forms for cumulative files:

- **MCPS SR-1, *Student's Personal Data*** (will be sent by the warehouse)
- **MCPS SR-2A, *Annual School Performance Data Summary*** (will be sent by OCTO)
- **MCPS SR-4, *Test Record Card*** (will be sent by OCTO)

Forms for health files:

- **MCPS Form SR-5 and 5a, *Health Screening Examinations and Evaluations*** (will be sent by the warehouse).

Other forms:

- **MCPS Form 565-3, *Permanent Student Record Card***—Header labels, which include the student's name, identification number, date of birth, gender, and ethnic group, will be sent by late August to complete the appropriate record cards.
- **MCPS Form 560-19, *Exemption to Kindergarten Requirement***—Provide this form if it is requested by parent/guardian. Refer to procedures for guidelines on completing this form. (See Appendices A and B).

12. For students whose parent/guardian opts to use paper versions of forms to register, use Synergy to enroll students and enter all information from MCPS Form 560-24, and the prekindergarten experience as reported on MCPS Form 345-17, *Maryland State Department of Education Prekindergarten Experience*. Information from Form 565-1, *Student Emergency Information*, must be entered in Synergy by the home school when the child is enrolled. This is particularly important for children who may be attending MCPS programs during Summer 2021 (ELO-Sail, ELO-STEP, Bell, etc.) since the form provides emergency contact information, as well as medical information about the child.

less than one minute per parent/guardian to complete. The questions are included on MCPS Form 560-24, *New Student Information*.

2. **A copy of both sides of the completed and signed 560-24 form should be provided to the ESOL teacher in your school for filing in the (qualifying) student's ESOL folder.**
3. If the parent/guardian indicates that a language other than English is spoken in two of the three questions, the student should be identified as a potential ESOL student. A report will be available in Synergy to identify any students whose parent/guardian indicates that a language other than English is spoken in two of the three questions on the Maryland Home Language Survey. Directions for running this report are forthcoming.
4. The ESOL teacher is advised to review the student folders to guide decisions about which students should take the WIDA kindergarten placement/screener assessment. Examples of items to review are the report generated in Synergy with responses to the Maryland Home Language Survey questions and MCPS Form 560-24, *New Student Information*.
5. Although COMAR does not require parental permission to administer the WIDA kindergarten placement/screener assessment to students who speak a language other than English in the home (as defined by the guidelines on the Maryland Home Language Survey), principals should use *Notification of Testing for Eligibility for Placement in an English Language Development Program* (Appendix D) letter to inform parents/guardians that their child will be tested. This letter will help schools proactively address parents/guardians who may become concerned that their child was given the WIDA kindergarten placement/screener assessment without their knowledge.

Questions about this process should be referred by e-mail to Leslie Chavis, ESOL Achievement Specialist, by e-mail or by phone at 240-740-4090.

.....
Identifying Prospective Kindergarten ESOL Students during Spring Kindergarten Registration

Purpose: The purpose of the Maryland Home Language Survey, found on MCPS Form 560-24, *New Student Information*, is to help schools generate a list of kindergarten students who should be given the state-mandated test of English language proficiency in September to determine eligibility for participation in the ESOL program. In Maryland, the state-mandated test of English language proficiency for students entering Kindergarten is the kindergarten placement/screener assessment.

1. The Maryland Home Language Survey is used to determine whether or not a student can be added to the *ESOL Identification Record Sheet* (Appendix C). The survey consists of three questions that help identify potential ESOL students for the 2021–2022 school year and should take

.....
School-age Child Care in Montgomery County

As children enter kindergarten, parents/guardians may be reassessing their child care needs. The following information is intended to assist you in responding to parents'/guardians' initial questions as well as to give ideas for including child care information in your *kindergarten registration session*. **State and county laws require that children under the age of 8 be supervised at all times by a parent or guardian, a child care provider, or a babysitter who is at least 13 years old.**

..... **Choosing Child Care**

Choosing child care is a personal decision. Each family must consider their own needs. These needs include the hours care is needed, location of the facility, and number and ages of children needing care. MCPS staff should refer parents/guardians to LOCATE: Child Care, 877-261-0060, for specific help in finding care. Parents/guardians also can do their own search by visiting <http://www.marylandfamilynetwork.org>.

For school-age children, parents/guardians may choose a child care center located within or near the public school or a family child care home in the school's service area. Both of these types of care must be approved and licensed by the Maryland Child Care Administration.

Some programs serve children year-round, and others are open only during the school year. Parents/guardians must be aware of the need for summer care if their center does not provide a summer program.

Parents/guardians should look for programs that understand the needs of school-age children and have a variety of games, educational materials, and supplies geared to this age group. Programs should welcome and involve parents/guardians, and work with school personnel regarding schedules, policies, procedures, and programming.

..... **Key Child Care Resources**

DHHS, Child Care Resource and Referral Center, 240-777-3110—Provides parents/guardians with general information about school-age care options and quality programming and referrals to materials and resources.

LOCATE: Child Care, 877-261-0060 or <http://www.marylandfamilynetwork.org>—Assists parents/guardians in finding child care through up-to-date information about all legally operating programs and provides consumer education materials.

ChildCare Subsidy InfoLink, 240-777-1155—Provides information on and access to Montgomery County's child care subsidy programs to help low-income families pay for child care.

Clarification of Procedures for Exemption to Kindergarten Attendance Requirement

Print a supply of MCPS Form 560-19, *Exemption to Kindergarten Attendance Requirement*.

Exemption forms are not required for children attending a state-approved, licensed private kindergarten program. State law permits attendance in a licensed private kindergarten program. A list of state approved nonpublic schools can be found online at http://nonpublicschoolsdb.marylandpublicschools.org/nonpublic/nsab_directory/DisplayLocations.asp?County=Montgomery

Arrange for the parent/guardian requesting a child's exemption to complete Parts I, II, and III of the form.

- If **Immaturity** box is checked, the child will be eligible only for kindergarten enrollment the following year.
- If **Child Care Center** box is checked, the center's license number and expiration date must be recorded. The child will be eligible for first grade enrollment the following year. If the parent/guardian prefers kindergarten enrollment, the principal should concur with that request.
- If **Family Day Care** box is checked, the care provider's name, registration number, and license expiration date **must** be recorded. The child will be eligible for first grade enrollment the following year. If the parent/guardian prefers kindergarten enrollment, the principal should concur with that request.

Principal signs and dates Part IV to indicate automatic approval.

Prior to signing Section IV of MCPS Form 560-19, principals are required to inform parents/guardians that if their child currently is receiving special education services, the kindergarten exemption may cause elimination of some of the services the child is receiving.

Distribute copies of Form 560-19 as follows:

- Copy 1: parent/guardian
- Copy 2: school
- Copy 3: Office of Teaching, Learning, and Schools,
Curriculum and Instructional Programs
Carver Educational Services Center (CESC)
Room 247

Remind parent/guardian to—

- sign the form;
- obtain information for Part V, if appropriate, at the end of the exemption year; and
- retain their copy of the completed form and present it when enrolling their child the following year in any Maryland public school.

Verify principal and parent/guardian signatures.

Refer questions to—

Ms. Lori Tecler, instructional specialist, Office of Teaching, Learning, and Schools, Curriculum and Instructional Programs, via email.

If a parent/guardian chooses to home school their child for kindergarten, the parent/guardian must apply by writing a letter or by completing MCPS Form 270-34, *Home Instruction Notification*, and submit either document to the Home Instruction Office:

Montgomery County Public Schools
Home Instruction Office
850 Hungerford Drive
Room 248
Rockville, Maryland 20850

Parents/guardians may contact the Home Instruction Office by calling 240-740-4042.

MONTGOMERY COUNTY PUBLIC SCHOOLS

Exemption to Kindergarten Attendance Requirement

Office of Teaching, Learning, and Schools
Curriculum and Instructional Programs PK-12
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

INSTRUCTIONS: This form is to be used when requesting an exemption to kindergarten attendance. The parent/guardian completes Parts I, II, and III. The principal of the assigned school completes Part IV to indicate automatic approval and distributes copies (see distribution below). At the end of the exemption year, the parent/guardian obtains information in Part V, if appropriate. The parent/guardian is to retain their copy to be used for enrollment of student the following year.

PART I: STUDENT INFORMATION—To be completed by the parent/guardian

Student _____ Birth Date ____/____/____
Last First Middle

Parent/Guardian _____ Phone ____-____-____
Last First Middle Daytime Evening

Address _____
Street City State ZIP Code

ETHNICITY DESIGNATION. Read the definition below and check the box that indicates this student's heritage.

Is this student Hispanic or Latino? (Select one answer.) Yes No

Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race, are considered **Hispanic or Latino**.

RACE DESIGNATION. Check the boxes that indicate this student's race. You must select at least one race, regardless of ethnicity designation. More than one response can be selected. Indicate this student's race. (Select all that apply.)

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Student's Assigned School _____ Exemption Year ____-____

PART II: SPECIAL EDUCATION—To be completed by the parent/guardian

Receiving Special Education Services: No Yes (If yes, check services)

- Speech/Language Special Education Resource Occupational Therapy Physical Therapy
 Other _____

PART III: CHECK ONLY ONE BOX AS APPROPRIATE AND SIGN—To be completed by the parent/guardian

I am applying for a one-year exemption to delay my child's entry into kindergarten due to immaturity.

I am applying for an exemption to kindergarten enrollment because my child will be in full time attendance at a licensed child care center.

Name of Child Care Center _____

Address of Child Care Center _____
Street City State ZIP Code

Child Care Center License Number _____ Expiration Date ____/____/____

I am applying for an exemption to kindergarten enrollment because my child will be in full time attendance at a registered family/child care home.

Name of Family Child Care Provider _____

Address of Family Child Care Provider _____
Street City State ZIP Code

Family Child Care Provider's Registration Number _____ Expiration Date ____/____/____

Signature, Parent/Guardian _____ Date ____/____/____

PART IV: To be completed by Principal

Signature, Principal _____ Date ____/____/____

PART V: To be completed by Child Care Center or Family Child Care Provider at the end of the exemption year

Date Child Was Enrolled ____/____/____ Number of Days Child Was Absent _____

Signature, Child Care or Family Child Care Provider _____ Date ____/____/____

Distribution: COPY 1/Parent/Guardian; COPY 2/School; COPY 3/ Office of Teaching, Learning, and Schools, Curriculum and Instructional Programs PK-12

Date: _____

Notification of Testing for Eligibility for Placement in English Language Support Services

Dear Parent/Guardian of:

Last	First	MI	Student ID
School			Grade

This letter is to inform you that your child has been identified as a possible candidate for the Montgomery County Public Schools (MCPS) English for Speakers of Other Languages (ESOL) Program, based on your answers to the questions asked on the Maryland Home Language Survey (on MCPS Form 560-24, New Student Information), completed at the time you registered your child at the school.

To determine your child's eligibility for placement in the MCPS ESOL Program, the ESOL staff will be administering the state mandated screening/placement test of English proficiency based on the school semester and the student's grade level designation:

- WIDA Kindergarten Placement/Screening Assessment
- WIDA Screener.

The screening/placement test will be administered beginning _____. If the test results show that your child is eligible for ESOL services, a notification letter of placement in the ESOL program will be sent home at a later date.
Date

For more information regarding the MCPS ESOL instructional program, please contact the English Language Learner (ELL) Team at your child's school at _____.

Phone Number

Sincerely,

Principal's name & signature

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community’s long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Some examples of discrimination include acts of hate, violence, insensitivity, harassment, bullying, disrespect, or retaliation. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board’s belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual’s actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities.

For inquiries or complaints about discrimination against MCPS staff *	For inquiries or complaints about discrimination against MCPS students *
Office of Employee Engagement and Labor Relations Department of Compliance and Investigations 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-2888 OEELR-EmployeeEngagement@mcpsmd.org	Office of the Chief of Staff Student Welfare and Compliance 850 Hungerford Drive, Room 162, Rockville, MD 20850 240-740-3215 COS-StudentWelfare@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*	
Title IX Coordinator Office of the Chief of Staff Student Welfare and Compliance 850 Hungerford Drive, Room 162, Rockville, MD 20850 240-740-3215 COS-TitleIX@mcpsmd.org	

**Inquiries, complaints, or requests for accommodations for students with disabilities also may be directed to the supervisor of the Office of Special Education, Resolution and Compliance Unit, at 240-740-3230. Inquiries regarding accommodations or modifications for staff may be directed to the Office of Employee Engagement and Labor Relations, Department of Compliance and Investigations, at 240-740-2888. In addition, discrimination complaints may be filed with other agencies, such as: the U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) or MCPSInterpretingServices@mcpsmd.org. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.

.....
Maryland’s Largest School District
.....

MONTGOMERY COUNTY PUBLIC SCHOOLS

Published by the Department of Materials Management for the
Office of Teaching, Learning, and Schools, Curriculum and Instructional Programs