**Registrar Information**

**Office location: Room 111**

**Office Phone number: (240) 740-5414**

**E-mail address:** Adela\_S\_Jimenez@mcpsmd.org 

**Student Office Hours:**

**\***Transcript and other document requests will be received:

 Before school (7:00 – 7:40am)

 During Lunch (11:05am – 12:00pm)

 After School (2:30 – 3:00 pm)

**Parent Office Hours:**

**Parents are encouraged to contact the registrar to schedule an appointment.**

**Senior Transcript Requests**

 Please refer to the [counselor presentations](http://www.montgomeryschoolsmd.org/schools/churchillhs/news/news.aspx?id=553142) for students and parents.

**How do I:**

**Enroll my student(s) at Winston Churchill High**

 Please review the [MCPS Quick Guide to Enrollment](http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-24b.pdf) which outlines the information needed to enroll your student(s).

 Once you have all of the necessary paperwork in place, please call the Winston Churchill High School Counseling Office at (240) 740-5420 to schedule an enrollment appointment.

**Request a transcript**

 If you are a current student, please visit the Registrar’s office during regular office hours. If you have graduated in the past 5 years, please e-mail your transcript request to [Adela\_S\_Jimenez@mcpsmd.org](mailto:Adela_S_Jimenez@mcpsmd.org). Please include the name(s) and address(es) of the school(s), organization(s), etc. for which you would like your transcript sent. After submitting your request, please visit the [Winston Churchill High School Online Payment System](https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/BVC%202004%20Layout/Product.aspx?productid=BY302-242) to purchase your official transcript(s). The transcript will be sent upon confirmation of payment.

 If you graduated more than 5 years ago, please contact the MCPS Central Records office at (240) 740-5470.

**Check the status of the submission of my transcript to my colleges**

 Log into your Naviance Account

 Look at your list of “Colleges I’m Applying To”

 When your materials are submitted, you will see “Initial Materials Submitted” under the “Office Status” tab.

 As a reminder, the Counselors and Registrar have 20 school days from the date of the initial request to send the materials to the requested colleges.

**Check my GPA/WGPA**

 Log into your Naviance account. Information is updated nightly.

**Obtain proof of attendance for my learner’s permit**

**\***Download, print and complete Section A of the [DL-300 form](http://www.mva.maryland.gov/_resources/docs/DL-300.pdf) and bring the form to the Registrar’s office to complete. If you do not have access to a printer, copies of the form are available in the Registrar’s office.

**Have Social Security forms completed**

**\***Bring forms (with your sections completed) to the Registrar’s office.

**Obtain a letter from the school verifying that my student of attendance**

**\***Parents can submit the request for verification by phone or by e-mail [Adela\_S\_Jimenez@mcpsmd.org](mailto:Adela_S_Jimenez@mcpsmd.org).

 \*Students can submit the request during normal office hours.

 If the organization that is requesting the letter has specific information that must be included,

 please submit all requirements to the Registrar.

**\*Please plan for a 24-hour turn around on all requests**

**Relevant Links:**

[Quick Guide to Enrollment](http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-24b.pdf)

[Motor Vehicle Administration (MVA) DL-300](http://www.mva.maryland.gov/_resources/docs/DL-300.pdf)

[Winston Churchill High School Online School Payment System](https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/BVC%202004%20Layout/Product.aspx?productid=BY302-242) (for alumni and transfer student transcripts only)