



RICHARD MONTGOMERY HIGH SCHOOL

250 Richard Montgomery Drive

Rockville, Maryland 20852

Phone: (240) 740-6100 Fax: (301) 279-8428

Damon Monteleone, Principal



COUNSELING SERVICES

Office - 240-740-6120 • Registrar - 240-740-6122 • FAX - 301-279-4255

Office hours – 8:00 am – 3:00 pm Monday – Friday

Enrollment appointment times are 8:30 am 10:00 am 1:00 pm

ENROLLMENT REQUIREMENTS

To enroll your child at Richard Montgomery High School, we request that you schedule an appointment. This will ensure that we are able to give you the time and attention necessary to complete all paperwork. No walk-ins, please. Parent/guardian and student must be present for an enrollment. After the enrollment process has been completed, your child’s counselor will contact you to pick out classes. So please plan on coming back for another appointment when your counselor is here, or this can be done by phone.

Student’s Name: _____ Date: _____

_____ Proof of identify of the parent or guardian – state issued ID, driver’s license or passport

_____ In the case of single parent families, a copy of the custody document. A notarized statement from non-custodial parent may be required.

_____ Original birth certificate, hospital certificate, or passport/visa of the student confirming birthday and the names of the parents.

_____ Immunization record of the student (3 DPT/DTap/Tdap/DT/Td, 1 Tdap booster, 3 Polio, 2 Measles, Mumps, Rubella, 1 or 2 Varicella, 3 Hepatitis B, 1 Meningococcal

_____ Student’s transcript or report card from the previous school(s).

_____ A copy of IEP or 504 Plan, if applicable

_____ If the student has never attended a school in the United States, or has been attending school outside of the United States for two or more years, student will need to be cleared through the **International Student Admissions Office**. Their number is 240-740-4500. You will need to call and make an appointment.

_____ If the student is coming from another **MCPS** school, a clearance sheet (during the school year) and withdrawal packet from the previous school must be presented showing withdrawal grades and the status of any obligations.

_____ Proof of residency (one of the following):

Homeowners:

_____ Property tax bill for the current year OR

_____ Settlement statement if home is a recent purchase

_____ Current utility bill

Renters: (From a real estate company or apartment rental office)

_____ Current lease with signatures and occupants

_____ Current utility bill

_____ If lease is expired include a current utility bill

Private Renter:

_____ Lease

_____ Two proofs of address such as a current bank statement, utility bill, auto insurance bill, etc.

Shared Housing:

_____ Shared Housing form filled out and notarized – **Form #335-74** available on the MCPS website or at this link

<https://www.montgomeryschoolsmd.org/departments/forms/detail.aspx?formNumber=335-74&catID=2&subCatId=5>

And provide the following:

_____ Lease or property tax bill in the homeowner’s name that you are sharing housing with

_____ Two proofs of address such as a utility bill, bank statement, auto insurance bill, etc.