



QUICK GUIDE TO ENROLLMENT

Welcome to Montgomery County Public Schools (MCPS). School assignment is based on home address. If you do not know what school your child should attend, please call the Long-range Planning Office at 240-314-4710. If the student is not a U.S. citizen and has not attended a U.S. school any time during the prior two years, please contact Residency and International Admissions at 301-230-0686 to begin the enrollment process.

All students (new or reentering MCPS) must provide verification of age, identity, residency, and immunizations, unless homeless.

Age—5–21

- ✦ Children age 5 by September 1, and not age 21 on the first day of school are eligible for enrollment

Identity—Person Enrolling Student Must Present

- ✦ Legal identification AND
- ✦ Proof of relationship to student
- ✦ Anyone other than parent or legal guardian must consult with school staff to determine the appropriate form and documentation required for enrollment.

Residency—In Montgomery County

- ✦ If homeowner, provide copy of current property tax bill. A copy can be obtained from Montgomery County Division of Treasury at 240-777-8950 or at montgomerycountymd.gov, OR
- ✦ If renter, provide copy of current (less than 1 year old) lease. If lease is more than 1 year old, copy of lease and a current utility bill, OR
- ✦ If living in shared housing, provide notarized MCPS Form 335-74: *Shared Housing Disclosure* and either a copy of the current property tax bill of homeowner or copy of lease of renter with whom student and parent are living and three other appropriate supporting documents.
- ✦ Anyone who is not a resident of Montgomery County must complete MCPS Form 335-73: *Determination of Residency and Tuition Status* and contact Residency and International Admissions at 301-230-0686.
- ✦ If homeless, please refer to MCPS brochure *Homeless Children in Montgomery County Public Schools*.

Immunizations—Full Compliance

- ✦ Maryland Immunization Certificate 896, OR
- ✦ Computer-generated printout from doctor's office
- ✦ Parent/guardian will need to complete MCPS Form 560-24: *New Student Information* and MCPS Form 550-2: *Authorization to Request/Release Student Records*.

Examples of Acceptable Verification Documentation

AGE

- Birth certificate
- Passport/Visa
- Hospital certificate
- Physician's certificate
- Church certificate
- Parent's notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth)
- Other legal or notarized identification

Identity of Person Enrolling Student and Relationship to Student

- Photo ID
- Driver's license
- Passport
- Permanent resident alien card
- Naturalization papers
- Birth certificate
- Court order
- Separation or divorce decree
- Parent's notarized affidavit
(sworn notarized statement attesting to the relationship)

Residency

Supporting documents must be in the name of parent/guardian at address shown on MCPS Form 335-74: *Shared Housing Disclosure Form*

- W-2
- Current pay stub
- Income tax form
- Two consecutive bank statements
- Medical bills
- Car registration
- Car insurance policy/bill
- Current utility bill
- Current phone bill
- Voter registration card
- INS application
- Government or official correspondence at residential address

PHONE NUMBERS

- Long-range Planning Office 240-314-4710
- Residency and International Admissions. 301-230-0686



Published by the Department of Materials Management for the
Department of Policy, Records, and Reporting

