



“Experience Excellence”



Welcome to Montgomery County Public Schools (MCPS). School assignment is based on the home address of the student. To verify the school boundaries, please go to <http://gis.mcpsmd.org/SchoolAssignmentTool2/Index.xhtml> or 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 the MCPS International Admissions and Enrollment (IAE) office at 301-230-0686 to begin the enrollment process.

Enrollments at Robert Frost Middle School are done on an appointment basis. Please contact the Robert Frost Middle School registrar at 301-279-3965 to schedule an appointment to register your student. Appointments are set between the hours of 8:00am – 3:00pm, Monday – Friday.

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

All students enrolling at Robert Frost Middle School from a non-Montgomery County Public School must take a placement assessment in math. This is not a test. **This is an assessment for placement only.** The assessment is timed; most students take about 30 minutes. The math assessment includes a basic math section and a section for the appropriate grade level.

The counseling office is open during the summer; however, counselors are not in all day, every day. Please call 301-279-3965 for an appointment.

Please **complete and print all forms** required for enrollment, (*most forms are interactive, allowing you to complete the forms on line before printing*) and bring with you all **original documents** required on the date and time set for enrollment. We will make copies and provide you with your original documents.

Identity—Person Enrolling Student Must Present

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

Residency—In Montgomery County

- If **homeowner**, provide copy of current settlement papers or property tax bill (*a copy can be obtained from Montgomery County Division of Treasury at 240-777-8950 or at montgomerycountymd.gov*): and current utility bill.
- 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. Leases must be for a period of the school year and be in effect prior to the student’s start date.

- 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 (see list under *Residency*).
- If **homeless**, please refer to [MCPS brochure: Homeless Children in Montgomery County Public Schools](#).
- Anyone who **is not a resident of Montgomery County** must complete [MCPS Form 335-73: Determination of Residency and Tuition Status](#) and contact (IAE) at 301-230-0686.

Immunizations—Full Compliance

- Maryland Immunization Certificate [DHMN Form 896: Maryland Department of Health and Mental Hygiene Immunization Certificate](#), **OR** a computer-generated printout from doctor's office.
- A Physical examination by a physician or certified nurse practitioner must be completed within nine months prior to entering MCPS or within six months after entering. [MCPS Form SR-6: Maryland Schools Record of Physical Examination](#)
- A dental examination by a licensed dentist must be completed within nine months prior to entering MCPS or within six months after entering. [MCPS Form 525-17: Dental Health Card](#)

Age (Evidence of Birth) - Examples of Acceptable Verification Documentation

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

Identity of Person Enrolling Student and Relationship to Student and Relationship to Student (Legal Proof of Custody/Guardianship), Acceptable Verification Documentation

- Photo ID
- Driver's license
- Passport
- Permanent resident alien card
- Naturalization papers
- Birth certificate
- Court order
- For cases of separation or divorce, a copy of the following pages of the separation or divorce agreement is required:
 1. The page which states the names of the parties
 2. The page which states the custody arrangements
 3. The page which states how educational and medical decisions are made
 4. The page with the signatures and date
- Parent's notarized affidavit (sworn notarized statement attesting to the relationship)

Residency

Supporting documents as referred to on Shared Housing Disclosure Form; all supporting document must be in the name of parent/guardian at address shown on [MCPS Form 335-74: Shared Housing Disclosure Form](#), this notarized form may count as one of the three supporting documents required.

- W-2
- Current pay stub
- Income tax form
- Bank statement
- Medical bills
- Car registration
- Car insurance policy/bill
- Current utility bill
- Current phone bill
- Voter registration card
- USCIS application
- Government or official correspondence addressed to residential address

Other Documents Required to Complete Enrollment

- [MCPS Form 560-24: New Student Information Form](#)
- [MCPS Form 550-2: Authorization to Request/Release Student Records](#)
- [MCPS Form 565-1: Student Emergency Information Form](#)
- [MCPS Form SR-1: Student Data Card \(green\)](#)
- [MCPS Form 335-4: Home Language Survey](#)
- Current Report Card
- Current copy of IEP or 504 plan (if applicable)
- Legal custody documents (if applicable)

Phone Numbers

- Robert Frost Middle School Counseling Department 301-279-3965
- Long-range Planning Office. 240-314-4710
- MCPS International Admissions and Enrollment (IAE) Office. 301-230-0686