


Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 6, 2019

MEMORANDUM

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools 

Subject: Residency and International Admissions Office Update (SPC-02-05-19-04)

Question

Ms. Silvestre requested an update on how the Residency and International Admissions Office works with evaluation of credits from foreign countries and why there is a delay in providing this information to schools.

Response

During the school year, staff in the International Admissions and Enrollment (IAE) unit completes credit evaluations within 48 hours after meeting with a family when families provide all original school documents at the time of the appointment. In the event additional documentation is required at intake, families are asked to submit all original school documents for completion of the credit evaluation within 60 days. During summer peak enrollment periods, evaluations may take up to five business days to process due to the volume of enrollment and the fact that school is not in session.

Evaluation delays occur when families do not have all of the necessary documents at the time of intake and additional time is needed to request and/or acquire all pertinent school records from their countries. IAE staff files pending credit evaluations and follows up with school registrars and families at the 30- and 60-day periods to remind them that Montgomery County Public Schools still requires additional school documents in order to complete the evaluation. Once the evaluation is completed, the credit evaluation is processed, generated, and forwarded to the registrar at the student's school. The registrar is asked to share a copy with the family. IAE staff also contacts the family to inform them that the credit evaluation has been completed and has been provided to the school registrar. Families may request a review of the completed evaluation if they have any questions/concerns within a period of 60 days.

If you have any questions, please contact Dr. Jonathan T. Brice, associate superintendent for student and family support and engagement, Office of the Chief Academic Officer, at 240-740-5624.

JRS:MVN:JTB:mib

Copy to:
Executive Staff
Ms. Webb