

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JEA-RC, JEA-RD, JEB-RA, JED, JED-RA, JEE-RA, JOA-RA
Responsible Office: Deputy Superintendent of Schools
Deputy Superintendent for Strategic Technologies and Accountability
Related Source: *Code of Maryland Regulations*, §10.06.04.03 Required Immunizations

Enrollment of Students

I. PURPOSE

To set forth the procedures for enrolling students in a Montgomery County public school

II. DEFINITIONS

- A. A *qualified student* is a student 5 years old or older and under 21.
- B. An *eligible student* is a student who has reached the age of majority (18) or is emancipated.
- C. An *exchange student* holds a J-1 visa and is under an approved exchange program.
- D. A *foreign student* is defined as any person of school age who is not a U.S. citizen, maintains an official residency in another country, and comes to the United States with visa status to visit or study.
- E. *International students* are:
1. Nationals from other countries with bona fide residency in Montgomery County who have not attended school in the United States at any time during the prior two years.
 2. U.S. citizens who attended a foreign school outside the U.S. and interpretation of documentation, including educational records, is needed by the school for placement.
- F. *Bona fide residence* is one's actual or true residence, maintained in good faith, and does not include a temporary residence or superficial residence established for

convenience or for the purpose of free school attendance in the Montgomery County Public Schools.

III. BACKGROUND

A. All qualified students whose parents/guardians have bona fide residency within a school area must be accepted for enrollment unless excused from school attendance according to the provisions of Section 7-301 (Compulsory Attendance Law) of the *Annotated Code of Maryland* or Section 7-305(d)(5) (denial of enrollment to a student who is currently expelled or suspended from another school system). Enrollment of students will be considered temporary until such time as the records show there has been no expulsion.

B. All qualified students will enroll in the school of their attendance area, known as the home school. The principal/designee is responsible for referring all students who are seeking to enroll in a school outside their established attendance area to the home school and, if appropriate, providing information about initiating the student transfer process.

A request for enrollment in a school outside the established attendance area is submitted in accordance with the procedures set forth in Regulation JEE-RA: *Transfer of Students*.

C. International students may enroll at their home schools, without going through the International Student Admissions Office (ISAO) if they meet the residency requirements of section IV.A below and meet any of the following criteria:

1. Have attended school within the U.S. at any time during the prior two years
2. Are children of U.S. military and State Department personnel who were attending U.S. school systems

IV. PROCEDURES

A. Direct Enrollment at All Schools

Student status prior to enrollment at all schools must meet one or more of the following requirements:

1. Qualified student whose parent/guardian's bona fide residency is within Montgomery County

If the parents live apart, the child's bona fide residence is the bona fide residence of:

- a) the parent to whom legal custody is awarded, or
 - b) the parent with whom the child regularly lives, if legal custody is not awarded.
2. Qualified homeless student as defined in JEA-RD: *Enrollment of Homeless Students*
 3. Students residing in a valid kinship care arrangement as defined in Policy JED: *Residency, Tuition and Enrollment*
 4. A resident of Montgomery County who was a non-U.S. citizen enrolled in a school in the United States at any time during the prior two years
 5. All students living with a court appointed guardian who has an established bona fide residence in Montgomery County, provided that the guardianship was obtained for necessary reasons concerning the child and not for the convenience of the persons involved or for the primary purpose of attending school in Montgomery County.
 6. A student placed in a foster home by a Maryland state or Montgomery County social service agency. Check the appropriate box on MCPS Form 335-73: *Determination of Residency and Tuition Status* and forward to Residency Compliance Services.
- B. Referral to Residency Compliance Services for determination of eligibility for enrollment in accordance with Regulation JED-RA, *Residency and Tuition*
1. Any student not identified in Section A must be referred to Residency Compliance Services.
 2. Requests for enrollment and/or verification may be referred to Residency Compliance Services to make individual determinations, if there is evidence which contradicts the assertion of bona fide residency and/or the purposes of guardianship.
- C. Referral to the International Students Admissions Office for determination of enrollment placement in accordance with Regulation JEA-RC, *Enrollment and Placement of International and Foreign Students*

1. All students holding a J-1 visa and living with a family with bona fide Montgomery County residency and under an approved exchange program
2. Foreign students
3. International students

V. DOCUMENTATION FOR ENROLLMENT

A. Parents/guardians/eligible students are responsible for:

1. Completing MCPS Form 560-24: *New Student Information*.
2. Presenting the following documents unless the student qualifies for homeless status:
 - a) Proof of student's date of birth – acceptable documents are birth certificate, physician's records, hospital certificate, physician's certificate, church/baptismal certificate, parent's affidavit, family bible, passport/visa, previous school record, other legal/notarized identification; and
 - b) Proof of parent/guardian identity – acceptable documents are driver's license, passport, Motor Vehicle Administration identification card or other legal form of identification; and
 - c) Proof of parent/guardian relationship or custody – acceptable documents are birth certificate which identifies the parents, court order, separation or divorce decree or other legal identification; and
 - d) Proof of immunization – acceptable documents are DHMD 896 *Maryland Immunization Certificate* or computer form generated by a physician or health clinic; and
 - e) Proof of residency
 - (1) Homeowner – acceptable document is current property tax bill; or
 - (2) Renter – acceptable document is current rental lease; if lease is over 1 year old, copy of lease and current utility bill; if

lease is for less than a period of one year, a current utility bill and additional documentation, such as:

- Letter from employer indicating relocation to Montgomery County
- Military housing orders
- Other documents deemed acceptable by MCPS staff, such as the supporting documents listed in the *Student Recordkeepers Manual*

(3) Shared Housing – acceptable documents are completed and notarized MCPS Form 335-74: *Shared Housing Disclosure* and either a copy of current property tax bill of homeowner with whom student and parent are living or a copy of rental lease (if lease is over 1 year old, copy of lease and current utility bill) of renter with whom student and parent are living; and at least three appropriate supporting documents in accordance with the *Student Recordkeepers Manual*; or

(4) A home visit by school staff or the Pupil Personnel Worker may be used to document residency in the rare instances that families are unable to provide necessary documentation.

3. Signing MCPS Form 560-24: *New Student Information* which represents an affidavit as to their bona fide residency or nonresidency in Montgomery County and is an acknowledgment that tuition will be paid for any period(s) of nonresidency
4. MCPS reserves the right to verify records and investigate assertions of residency to determine the veracity or truthfulness of any or all documentation and representations.
5. Reporting to the school principal if the student becomes a non-resident of Montgomery County and is liable for tuition for any periods that the student may be a non-resident, unless homeless.

B. Once a student is cleared for enrollment, the principal/designee is responsible for the following:

1. Completing the enrollment process (Information concerning the enrollment of students and the codes to be used is provided in the *Student Recordkeeper Manual*.)
2. Establishing the appropriate student records (See Regulation JOA-RA: *Student Records*.)
3. Making a student's grade and class assignment (See Regulation JEB-RA: *Placement, Promotion, Acceleration, and Retention of Students* and JEA-RC: *Enrollment and Placement of International and Foreign Students*.)

Regulation History: Formerly part of Regulation 355-3 and JEB-RA; established as a new separate regulation on August 26, 1987, revised May 2, 1995; revised October 4, 1996; revised June 27, 1997; revised July 6, 2001; revised March 10, 2005; added related source February 6, 2008.