
ROBERTO CLEMENTE MIDDLE SCHOOL NEW STUDENT REGISTRATION PROCEDURE

Please call for an appointment: 301-601-0343

WHAT TO BRING TO ENROLL A NEW STUDENT:

Proof of Residency: Your current property tax bill or settlement sheet if you own, your lease if you rent. * A current utility bill – electric, gas or water in parent or legal guardian's name, must accompany older documents. *If your name is not on the lease, the settlement statement, or the property tax statement you are also required to submit a **notarized Shared Housing Disclosure** (form 335-74).* *If the person enrolling the student is not his/her parent the family is referred to the Residency and Tuition Office –301-315-7324.

Student's Birth Certificate or Passport: Students who are NOT U.S. citizens, who have not been in public school in the USA for at LEAST one year must call the International Student Admission Office (ISAO) at (301-230-0686) to begin the admission process. If grade placement or ESOL level needs to be determined the family may also be referred to the ISAO.

Identity: Legal identification of parent/guardian and proof of relationship to student.

Student's Immunization Record.

The Name, Address, and Phone # of the last school attended by student.

Student's Most Recent Report Card.

A Copy of the Student's I.E.P. if student receives Special Education services.

Clearance Form: if student is transferring from a MCPS school during the school year, or a School Transfer form if the student is coming from any other public school.

Parent or legal guardian of student must complete and sign the following:

- 1. New Student Information (form 560-24)***
- 2. Roberto Clemente MS Class Registration Card***
- 3. Authorization to Request/Release Student Records (form 550-2)***
- 4. Emergency Information (form 565-1)***
- 5. Race and Ethnicity Identification form***

If a student wants to participate in any extracurricular activity the Extracurricular Activity form must be completed and the fee paid. Remittance and mailing instructions are on the bottom of the form that is mailed to homes in the summer. Additional forms are available in the School Counseling Services office.
