

Appointment date & time: \_\_\_\_\_

To enroll your child at Magruder High School, you must schedule an enrollment appointment.  
Both the parent/guardian and student should be present for the appointment.

**PLEASE – NO WALK –INS!!**

**MCPS REQUIREMENTS FOR REGISTRATION OF A NEW /TRANSFER STUDENT**

- \_\_\_\_\_ 1. Photo ID from parent/guardian (Guardianship cases to Residency Office)
- \_\_\_\_\_ 2. Birth Certificate
- \_\_\_\_\_ 3. Immunizations
- \_\_\_\_\_ 4. Social Security Card
- \_\_\_\_\_ 5. Previous school records, i.e., transcript/report card
- \_\_\_\_\_ 6. Proof of Residency – ALL DOCUMENTS MUST HAVE A CURRENT DATE

**A. Homeowners**

\_\_\_\_\_ Property tax bill for current year, or settlement papers with SIGNATURES, and current utility bill (Pepco, Washington Gas)

**B. Renters**

\_\_\_\_\_ Current rental lease (must be from rental company or homeowner), and current utility bill in renters name at address

**C. Shared Housing**

\_\_\_\_\_ Proof that the person with whom parent and student are living is a Montgomery County resident (owner's property tax bill for current year).

\_\_\_\_\_ Notarized Shared Housing Disclosure form (335-74)

\_\_\_\_\_ 3 supporting documents from person(s) sharing house – W-2, voter registration card, income tax return, 2 current pay stubs, 2 consecutive bank statements, telephone bill, car registration, INS application, government or official correspondence at residential address.

**D. \_\_\_\_\_ Student living without parent – DO NOT ENROLL – refer to residency office.**

\_\_\_\_\_ Student living with Non-Custodial parent (custodial parent lives in another state)  
– DO NOT ENROLL

\_\_\_\_\_ Custodial parent lives in Montgomery County – OK to enroll

Does the student have an: \_\_\_\_\_ IEP (bring copy of current IEP to enrollment) \_\_\_\_\_ 504 plan

Please call to re-schedule your appointment if you unable to attend at the scheduled time.

Thank you!!