

Montgomery County Public Schools welcomes families from all around the world. According to Maryland law, every child between the ages of 5 and 16 must attend school. Children age 5 by September 1 and not yet age 21 on the first day of school are eligible for enrollment.

•Rocking Horse Road Center

4910 Macon Road
Rockville, Maryland 20852

Tuesday, Thursday, Friday 8:00 a.m.–4:30 p.m.
Monday, Wednesday 8:00 a.m.–7:00 p.m. (clinic & testing close at 8:00 p.m.)
Saturday 8:00 a.m.–12:00 p.m. (August 13-27)

•Upcounty Regional Services Center

12900 Middlebrook Road
Germantown, Maryland 20874

Monday 8:30 a.m.–4:30 p.m.
Wednesday 8:30 a.m.–4:30 p.m.
(August 1 to August 31st)

•Call 301-230-0686

to begin the enrollment process

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<p>Admissions</p> <ul style="list-style-type: none"> • Make an appointment <p>Call 301-230-0686</p> <p>At the appointment, residency specialist will:</p> <ul style="list-style-type: none"> • Verify student and parent identity • Verify county residence • Verify school records <p>Parent/guardian and child must be present during enrollment</p>	<p>Immunization Center</p> <ul style="list-style-type: none"> • Complete Maryland state immunization requirements <p>Students who receive the tuberculosis test need to return to the immunization clinic 48 to 72 hours after it is administered</p>	<p>ESOL Testing</p> <ul style="list-style-type: none"> • Assess student’s English skills <p>Staff will test student’s English skills and determine appropriate level of school support</p>	<p>Orientation</p> <ul style="list-style-type: none"> • Learn about Montgomery County Public Schools <p>ESOL families will meet with an ESOL Parent Community Coordinator</p>	<p>Backpack Supplies</p> <ul style="list-style-type: none"> • Get ready for school <p>Student will receive a backpack with appropriate grade-level school supplies</p>	<p>School Appointment</p> <ul style="list-style-type: none"> • Call the assigned school to make an appointment for a visit <p>During the visit, present enrollment packet to school staff</p>

Enrollment Information and Most Commonly Used Documents

<h2>Age of the Student</h2> <p>To be eligible for school:</p> <ul style="list-style-type: none"> • Students must turn 5 by September 1 and not yet 21 on the first day of school 	<h2>Identity of Person Enrolling Student and Relationship to Student</h2> <ul style="list-style-type: none"> • Legal identification AND • Proof of relationship to student • Other cases, work with the residency specialist to determine appropriate form and required documentation 	<h2>Residency in Montgomery County</h2> <p>Homeowner</p> <ul style="list-style-type: none"> • Provide copy of current property tax bill <p>Renter</p> <ul style="list-style-type: none"> • Provide copy of current lease <p>Shared housing</p> <ul style="list-style-type: none"> • Provide documentation from homeowner or renter <p>Homeless</p> <ul style="list-style-type: none"> • Call 301-279-3322
Examples	Examples	Examples
<ul style="list-style-type: none"> • Birth certificate • Passport/Visa • Hospital certificate • Physician's certificate • Church certificate • Parent's notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth) • Other legal or notarized identification 	<ul style="list-style-type: none"> • Photo ID Driver's license • Passport permanent resident alien card Naturalization papers • Birth certificate • Court order • Separation or divorce decree • Parent's notarized affidavit (sworn notarized statement attesting to the relationship) 	<ul style="list-style-type: none"> • Current pay stub • Income tax form • Two consecutive bank statements • Medical bills • Car registration • Car insurance policy/bill • Current utility bill • Current phone bill • Voter registration card • USCIS application • Government or official correspondence at residential address