

Frequently Asked Questions (FAQ'S):

What are the procedures for enrolling a new student in Hoover?

Enrollment Procedures

School assignment is based on home address. If you do not know what school your child should attend, please call the Planning Office at 301-279-3331. If the student is not a U.S. Citizen or has not attended a U.S. school continuously for the past two years, please contact the International Student Admission Office at 301-230-0686 to begin the enrollment process.

For students new or re-entering MCPS, age, identity, residency, and immunizations must be verified before your child can be enrolled.

If you are enrolling at Herbert Hoover Middle School, **please contact the counseling office at 301-469-1015 for a registration packet and an appointment to register.**

At the time of enrollment, you will need to provide the following documentation:

- Age
 - Birth certificate **or**
 - Passport/visa **or**
 - Hospital certificate
- Immunization – full compliance
 - Maryland Immunization Certificate 896 **or**
 - Computer generated printout from doctor's office
- Residency – Montgomery County
 - Current property tax bill **or**
 - Settlement papers **or**
 - Current lease; if lease is more than 1 year old, copy of lease and a current utility bill **or**
 - MCPS Form 335-74 *Shared Housing Disclosure* and either a copy of current property tax bill of homeowner or copy of lease of renter with whom student and parent are living
- Identity – Person enrolling student
 - Parent must present legal identification **or**
 - Guardian must present court order **or**
 - If not either of the above complete MCPS Form 335-73 *Determination of Residency and Tuition Status* and contact the Residency and Tuition Office at 301-315-7324
- Report card – most recent
- Previous School Information
 - Name of school
 - Address of school
 - Telephone and Fax Numbers
- For cases of separation or divorce, a copy of the following pages of the separation or divorce agreement is required:
 - The page which states the names of the parties
 - The page which states the custody arrangements
 - The page which states how educational and medical decisions are made
 - The page with the signatures and date

All students enrolling at Hoover Middle School from a non-Montgomery County Public School must take placement assessments in both English and Math. This is not a test. **This is an assessment for placement only.** Most students require about 2 1/2 hours to complete these assessments.

The counseling office is open during the summer; however, counselors are not in every day. Please call 301-469-1015 if you wish to make an appointment with a counselor.

Whom should I contact if I have a question about my child's grades in one or two classes?

Any concern about grades in a specific course should first be discussed with your child's teacher. The teacher is the one who knows your child best and will be able to answer specific grade related questions. Teachers e-mail addresses are available on the Hoover Home Page, or you may call the Main Office and leave a message.

If I have questions or concerns about my child's overall performance in several classes, what should I do?

If your concerns extend beyond one or two specific classes, you will probably want academic as well as behavioral feedback from all your child's teachers (i.e., is your child on task in class, is work completed in a timely manner, etc.). There are a variety of ways to access this information/feedback:

- You might want to e-mail each teacher and request feedback;
- You could call your child's counselor and request that the counselor ask for feedback and then share that information in a meeting with you and your child; or
- You may want to contact your child's counselor and request a team meeting. Generally, a team meeting consists of all/most of your child's academic teachers.