

# NORTHWEST HIGH SCHOOL

## Counseling Services Office

13504 Richter Farm Road • Germantown, Maryland 20874  
301-601-4642 • Fax 301-601-4645

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PREVIOUS SCHOOL: \_\_\_\_\_

GRADE: \_\_\_\_\_

\_\_\_\_\_ Enrollment Appointment is scheduled for: \_\_\_\_\_

\_\_\_\_\_ Please call the office to schedule an enrollment appointment – 301-601-4642

## DOCUMENTS REQUIRED FOR ENROLLMENT AT NORTHWEST HIGH SCHOOL

### PROOF OF RESIDENCY

#### Homeowner:

- Current Property Tax bill (if new residence, copy of settlement papers are acceptable)

#### Renter:

- Lease less than 1 year old: Copy of current lease
- Lease is more than 1 year old: Copy of lease and a current utility bill
- Lease is for a period of less than one year: Copy of lease, current utility bill and additional documentation such as employer letter, military housing orders or other information confirming reason for short term lease.

#### Shared Housing:

- Completed and notarized MCPS Form 335-74, Shared Housing Disclosure Form
- Copy of current property tax bill of homeowner or rental lease of renter with whom the student and parent are living
- Supporting documents for shared housing must be in the name of parent/guardian at the address shown on the Shared Housing Disclosure. Examples of acceptable supporting documents are W-2, current pay stub, income tax return, two consecutive bank statements, medical bills, car registration, car insurance policy/bill, current utility bill, current phone bill, voter registration card, INS application, government or official correspondence at residential address. **Three documents are needed**

### ADDITIONAL INFORMATION REQUIRED

- Parent Identification (Driver's License or Photo ID)
- Student Birth Certificate or Passport
- Social Security Number
- Copy of IEP or 504 Plan (if applicable)
- Up-to-Date Immunization (3 DPT, 3 Polio, 2 Measles, 1 Rubella, 1 Mumps)
- Unofficial Transcript (Indicating high school courses taken for credit – Grades 9-12 or 8<sup>th</sup> grade report card)
- Clearance / Withdrawal from last school attended (If entering after the 1<sup>st</sup> day of the new school year)
- Current Class Schedule (If entering after 1<sup>st</sup> day of the new school year)

### ADDITIONAL FORMS REQUIRED

- New Student Enrollment Form (MCPS Form 560-24)
- Emergency Information Cards (MCPS Form 565-1)
- Authorization to Release Records Form (MCPS Form 550-2)
- Race and Ethnicity Identification Form (MCPS Form 560-57)
- Authorization for Release of Student

### FOREIGN STUDENTS/NON-CITIZENS

- Must go through International Student Admissions Office first (301-230-0686)

**NOTE:** Students not living with parents or court appointed guardian must go through the Residency Office before enrolling at Northwest High School. Please call 301-230-0686 for an appointment and documentation required.

### RESIDENCY COMPLIANCE COMMITTEE

- Approved for Enrollment at Northwest
- Approved COSA