

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

February 6, 2019

MEMORANDUM

To: Members of the Board of Education  
From: Jack R. Smith, Superintendent of Schools  
Subject: Student Enrollment (01-08-19-02-A-B)

During Board Comments, Ms. Silvestre requested the following information:

**Question A**

Whether MCPS is ready for the influx of students who will be coming to the area given the humanitarian crisis occurring at the southern border.

**Response**

Staff in the International Admissions and Enrollment (IAE) Unit is committed to the effective and expeditious enrollment of students and support for their families. In the event of an influx of students enrolling in Montgomery County Public Schools as a result of the humanitarian crisis occurring at the southern border, IAE staff would treat the influx in a similar manner as for summer enrollment. This would include hiring additional temporary part-time staff to accommodate the increase in students enrolling through the office. IAE has knowledgeable staff and streamlined processes to efficiently screen and clear prospective enrollees including a skilled and well-staffed front office team that screens potential applicants and schedules appointments; an intake specialist team that clears families for enrollment; a testing team that assesses international students for English for Speakers of Other Languages services; and an orientation specialist who guides families through the enrollment process and provides access to school and community resources as needed.

**Question B**

Please provide an update on enrollment on a monthly basis, and information about what processes MCPS has in place to handle the influx that is sure to come (student enrollment).

**Response**

Staff will begin providing monthly student intake count reports in March 2019. As of January 25, 2019, the number of total intakes for the 2018–2019 school year is 2,897. The monthly student intake numbers through IAE beginning July 1, 2018, are included in the following chart.

<b>Month</b>	<b>Number of Student Intakes</b>
July 2018	271
August 2018	748
September 2018	748
October 2018	430
November 2018	250
December 2018	210
January 2019 (through January 25, 2019)	240
<b>TOTAL</b>	<b>2,897</b>

If you have any questions, please contact Dr. Jonathan T. Brice, associate superintendent for student and family support and engagement, Office of the Chief Academic Officer, at 240-740-5624.

JRS:MVN:JTB:mib

Copy to:  
Executive Staff  
Ms. Webb