

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Prekindergarten/Head Start Programs  
School Year 2023–2024 List of Documents**

**Division of Early Childhood, Title I Programs and Recovery Funds**  
Rocking Horse Road Center, 4910 Macon Road, Room 143, Rockville, Maryland 20852

Walk-in applications for Prekindergarten/Head Start children, including children with disabilities, are accepted Monday through Friday from 9:00 a.m. to 4:00 p.m. at Rocking Horse Road Center, 4910 Macon Road, Rockville, Maryland, 20852. For more information, or if you have questions about the documents noted on this form and/or your specific situation, please call 240-740-4530 or consult [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org).

**TO COMPLETE AN APPLICATION, YOU WILL NEED TO PROVIDE DOCUMENTATION AS NOTED BELOW.**

Use the following list as your guide:

**1. Proof of Age and Identity of Student**—Bring *ONE* of the documents listed below.

Birth Certificate  
Passport  
Physician's Certificate  
Baptismal or Church Certification  
Hospital Certificate  
Parents' notarized affidavit  
Birth Registration, or  
Other legal or notarized identification for child's identity and date of birth verification.

**2. Proof of Identity of Person Enrolling Student and Relationship to Student**—

**Examples of proof of identity that includes a photograph include**— Please bring one of the documents listed below.

Driver's License  
Passport  
Motor Vehicle Administration ID Card  
Other \_\_\_\_\_

**Examples of proof of relationship to student include**—Bring *ONE* of the documents listed below.

Child's Birth Certificate  
Court Order  
Separation Agreement or Divorce Decree, or  
Other legal form of identification \_\_\_\_\_

**3. Proof of Family Income (all adults in family)**—Bring *ALL* of the documents listed below that apply to your situation.

**Examples include:**

Tax return for **2022**—1040, W2s, Schedule C/1099  
Three current pay stubs for each job  
Employment Letters  
Child Support Court Order or Letter  
Financial Assistance Letter showing dollar amount  
Temporary Cash Assistance (TCA)  
Rental Income Letters  
Unemployment, disability Income, etc.

**4. Current Proof of Residency in Montgomery County**

If you own your home—an acceptable document is a current property tax bill

If you rent your home—an acceptable document is a current lease\* (include HOC, Rental or Utility Assistance, if applicable).

*\*If original term of the lease is expired, bring a copy of the lease and current utility bill*

If living in shared housing with a homeowner or renter who has a bona fide residence within a MCPS school area—

Notarized MCPS Form 335-74, *Shared Housing Disclosure* must be completed, and provide, as appropriate, a copy of current property tax bill of homeowner, or a copy of rental lease (if the original term of the lease is expired, a copy of lease and current utility bill); sign and have notarized the affidavit on MCPS Form 335-74; and provide three documents to demonstrate that the parent/guardian or eligible student is living at the address. The completed, signed and notarized MCPS Form 335-74 may be counted as one of the three required proofs of address.

**5. Please bring the following documents if they apply to your situation:**

- Child's Medical Insurance Card (if applicable)
- WIC Folder (if applicable)
- Food Supplement Program (FSP) Letter (formerly Food Stamps) (if applicable)
- Child Care Scholarship Voucher (if applicable)
- Name and address of child care provider (if applicable)
- Child's Individualized Education Program (IEP); proof of guardianship/foster care/custody (if applicable)