

Montgomery County Public Schools

**Student  
Record Keeper  
Manual**

Office of Shared Accountability  
Updated August 2018



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## OVERVIEW

All students, with bona fide residency in Montgomery County, whether U.S. citizen or noncitizen, who are at least five years old by September 1, and not older than 20 years of age on the first day of the current school year, are eligible for enrollment.

Students age 7 or older by September 1 who have not attended school within the U.S. or a U.S. school system (i.e. Department of Defense schools or an accredited American International school in a foreign country) within the past two years must be referred to MCPS International Admissions and Enrollment (IAE) at 240-740-4500 to begin the enrollment process. Students under age 7 may directly enroll in their home school.

All parents/guardians enrolling students (new or reentering MCPS) must provide verification of student's date of birth, student identity (name), parent/guardian identity and proof of relationship to student, residency, and immunizations, unless homeless.

*All required enrollment documents must be submitted prior to enrollment at all school levels.*

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## DIRECT ENROLLMENT

SEE [MCPS REGULATION JEA-RB, ENROLLMENT OF STUDENTS](#), AND [MCPS FORM 560-24B, QUICK GUIDE TO ENROLLMENT](#)

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All eligible students who have established bona fide residency within Montgomery County will enroll at their home schools as set forth in [MCPS Regulation JEA-RB, Enrollment of Students](#).

*Bona fide residence* is one's actual or true residence, maintained in good faith, and does not include a temporary residence or superficial residence established for convenience or for the purpose of free school attendance in MCPS. However, intent to reside indefinitely or permanently at the present place of residence is not necessarily required. Determination of a student's bona fide residence is a factual one and must be made on an individual basis.

If the student's parents/guardians live apart, the student's bona fide residence, absent evidence to the contrary, is presumed to be the bona fide residence of the parent/guardian to whom sole custody is awarded, or the parent/guardian with whom the child regularly resides. Determination of where a student regularly resides is a fact-based analysis that takes into consideration the totality of the circumstances. Staff typically looks to where the student is living on school days.

Additional circumstances in which students may enroll at their home school include:

- the qualified student's parent/guardian provides a ratified contract for the purchase of a home within the established attendance area of the school with a settlement date within 60

## ENROLLMENT

days of the enrollment date or a signed future dated lease for a home within the established attendance area of the school which begins within 60 days of the enrollment date, or

- the qualified student is a homeless student or unaccompanied homeless youth as defined in [MCPS Regulation JEA-RD, \*Enrollment of Homeless Student\*](#), or
- the qualified student is placed in a foster home by a Maryland or Montgomery County social service agency. In such circumstances, [MCPS Form 560-35, \*Enrollment of a Child in Maryland State-Supervised Care and Transfers of Educational Records\*](#), must be completed, or
- the qualified student resides in a valid Maryland Informal Kinship Care arrangement:
  - Maryland Informal Kinship Care applies to a student who was a resident of Maryland prior to coming into the care of a relative, related to the child by marriage or blood within the fifth degree of consanguinity, in Montgomery County due to a serious family hardship.
  - The relative caring for the student must sign [MCPS Form 334-17, \*AFFIDAVIT: Children in Informal Kinship Care\*](#), attesting to their relationship to the child and the reason for the informal kinship care as well as provide proof of the serious family hardship
  - Serious family hardships for Maryland Informal Kinship Care are limited to—
    - death of parent/guardian, as documented by the death certificate, or other proof;
    - serious illness of parent/guardian, as documented by the physician's statement, copy of physician's report, note, or other proof;
    - drug addiction of parent/guardian, as documented by letter from the treatment provider or parent/guardian, or other proof;
    - incarceration of parent/guardian, as supported by documentation from the legal system, detention center, or other proof;
    - assignment of parent/guardian to active military duty, as documented by military orders or other proof; or
    - abandonment by parent/guardian, as documented by notarized statements from all legal guardians, or documentation from court, social services, or other proof.
- All qualified students under 18 years of age living in Montgomery County with a court-appointed guardian, or other adult, whose circumstances do not qualify for Informal Kinship Care, and whose parents do not have bona fide residency within Montgomery County, must request to enroll at IAE as set forth in MCPS Regulation JEA-RE, *Tuition Based Enrollment*.
- When a principal/designee is uncertain whether a qualified student meets the requirements for direct enrollment at their home school, the principal/designee shall consult with, and, when appropriate, refer the student to IAE.

- Once it is determined that a student has met enrollment criteria, the principal/designee is responsible for the following:
  - Completing the enrollment process. The enrolling student must be present during the enrollment appointment, unless—
    - presence is waived by the principal/designee, or
    - they are currently enrolled in an MCPS school and have moved within the boundaries of a different MCPS school.
  - Establishing the appropriate student records in accordance with [MCPS Regulation JOA-RA, Student Records](#).
  - Making a student's grade and class assignment in accordance with [MCPS Regulations JEB-RA, Placement, Promotion, Acceleration, and Retention of Students](#) and [JEA-RC, Enrollment and Placement of International and Foreign Students](#).

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**REFERRALS TO INTERNATIONAL ADMISSIONS AND ENROLLMENT (IAE)  
FORMERLY SCRIA      240-740-4500**

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***STUDENTS AGE 7 OR OLDER WHO HAVE NOT ATTENDED SCHOOL WITHIN THE  
U.S. OR A U.S. SCHOOL SYSTEM WITHIN THE PAST TWO YEARS***

Students age seven or older by September 1 who have not attended school within the U.S. or a U.S. school system (i.e. Department of Defense schools or an accredited American International school in a foreign country) within the past two years must be referred to International Admissions and Enrollment (IAE). Enrollment of these students will be handled in accordance with [MCPS Regulation JEA-RC, Enrollment and Placement of International and Foreign Students](#).

***J-1/F-1 VISAS***

Students with J-1 or F-1 nonimmigrant visas should start their enrollment process at IAE.

J-1 visa is a nonimmigrant visa category for temporary stay in the U.S. Student status should be confirmed and indicated for secondary school students enrolled under an approved exchange visitor program.

F-1 visa is a nonimmigrant visa category for temporary stay in the U.S. and is indicated for foreign secondary school students who have been granted permission to enroll through the I-20 application process and are paying non-resident tuition.

***RESIDENCY***

**If a family has difficulty providing the necessary residency documentation in a timely manner, pupil personnel workers should be contacted to assist with determining residency.**

**If there are questions regarding residency, or whether to, or how to, enroll a student, the residency specialist in IAE should be consulted.**

**Families should be referred to IAE to meet with the residency specialist if *none of the direct enrollment circumstances apply, and one (1) of the following circumstances exists:***

- Students (younger than age 18) who are residing in Montgomery County without parents/guardians or court appointed custodians. Students living with court appointed guardians should be referred to the residency specialist.
- Students placed in Montgomery County (e.g. foster, group home) by an **out-of-state** juvenile or social services agency.
- Nonresidents of Montgomery County seeking to enroll a student in MCPS.

### ***TECHNICAL ASSISTANCE FOR INTERPRETATION OF FOREIGN SCHOOL DOCUMENTS AND EDUCATION RECORDS***

IAE also provides technical assistance to MCPS staff related to interpretation of foreign school documentation and educational records.

### ***HOMELESS STUDENTS AND UNACCOMPANIED HOMELESS YOUTH***

The MCPS Homeless Liaison (240-740-4511) in IAE will provide assistance to families and schools to enroll homeless students, and unaccompanied homeless youth. The goal is to maintain a stable educational environment by minimizing the effect of mobility and to ensure academic success. (see page E-12)

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### **INFORMATION NEEDED TO ENROLL**

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The enrollment process begins with completion of [MCPS Form 560-24, \*New Student Information\*](#), and [MCPS Form 565-1, \*Student Emergency Information\*](#). Form 560-24 captures enrollment information to be entered into OASIS and onto the student's permanent student record card, [MCPS Form SR-1, \*Student's Personal Data\*](#). [MCPS Form 560-24, \*New Student Information\*](#), also now captures the Maryland State Department of Education (MSDE) Home Language Survey also to be entered into OASIS. Form 565-1 captures student emergency information, parent/child reunification information, before and after school care, and noncustodial parent/guardian information to be entered into the myMCPS administrative portal. Both forms are available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic from the MCPS website.

### **HOME LANGUAGE SURVEY**

Starting July 1, 2017, all new students who enroll in MCPS must complete a Maryland State Department of Education *Home Language Survey*. This survey is found on [MCPS Form 560-24](#),

[New Student Information](#). Completion of this survey by the parent/guardian/eligible student will determine if the student should take the English language proficiency (ELP) screening test.

<i>Summary of Home Language Survey Actions for All Newly Enrolling Prekindergarten–Grade 12 Students</i>			
<b>Results of Home Language Survey</b>	<b>ESOL Screening Status</b>	<b>File Signed copy of <a href="#">Form 560-24</a>, which includes the Home Language Survey in the Cumulative Folder?</b>	<b>File Signed Home Language Survey in the ESOL Folder?</b>
English is the only language indicated	Do not administer the ELP screening test	Yes	No
A language other than or in addition to English is indicated on two or more of the three questions	Administer the ELP screening test. Results indicate that student does not qualify for ESOL.	Yes	No
	Administer the ELP screening test. Results indicate that the student qualifies for ESOL.	Yes	Yes

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**STUDENT NAME**

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The Maryland Student Records System Manual requires MCPS to enroll a student using the legal name as recorded on the birth certificate, court order, or other legally binding document. If there is a conflict between the birth certificate and other document, use the name on the birth certificate. MCPS Form 560-24, *New Student Enrollment*, provides a section to capture the student’s “preferred name” which should be entered into OASIS.

Official documents issued by governmental entities located in the U.S. should be used in place of documents issued by entities outside of the U.S. In the rare circumstance that a birth certificate or other legal document is not available, [MCPS Form 560-24A, Parent Affidavit \(for Evidence of Birth\)](#) may be used. (available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic)

**Student Name and/or Gender Change**

A student’s permanent record should be changed to reflect a change in the student’s legal name or gender upon receipt of documentation that such legal name and/or gender have been changed. Any of the following documents is evidence of a legal name and/or gender change:

- A court order;
  - New birth certificate;
  - State- or federally-issued identification; or
  - Documentation from a licensed healthcare practitioner.
- If a student and/or the student's parent/guardian requests a change to the student's permanent record absent such documentation, the school should contact the Office of Student and Family Support and Engagement (OSFSE).
  - The school must protect the student's previous identity once a change to a student's legal name and/or gender has occurred. When a student's name and/or gender has been legally changed, all the previous records with the original name and/or gender should be forwarded to Associate General Counsel, Stephanie P. Williams, in the General Counsel's Office at CESC, Room 156. The appropriate support documents indicating the change, such as the court order, or physician's note should also be forwarded with the file. The file in the school should only have the new name/gender information reflected on the student's records.
  - When a name and/or gender change has been made to official school records, the school must notify the Office of Shared Accountability so that appropriate notice to MSDE can be made.
  - Advise families that they must provide updated copies of any records provided to the school that were generated by external sources (e.g., immunization records, doctor's orders, or other records from medical providers).
  - Similarly, a former student's permanent record should be changed to reflect a change in the former student's legal name or gender upon receipt of documentation that such legal name and/or gender have been changed pursuant to a court order, new birth certificate, state- or federally-issued identification, or with documentation from a licensed healthcare practitioner. These changes are processed by Central Records (301-320-7301).

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## **BIRTHDATE AND EVIDENCE OF BIRTH**

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Students, whether U.S. citizen or noncitizen, who are at least five years old by September 1, and not older than 20 years of age on the first day of the current school year, are eligible for enrollment in MCPS. Students must be at least 6 years of age or older on September 1 of the school year in which the student seeks to enroll in first grade. Students, whose birthdates are within 6 weeks of September 1, may seek admission by waiver. (See [MCPS Age and Attendance Requirements](#), and [Board Policy JEB, Early Entrance to Prekindergarten, Kindergarten, and First Grade](#))

The following are acceptable as proof of age (evidence of birth) and must be presented at the time of enrollment and noted on the student's SR-1 card; a copy must be maintained in the student's cumulative folder: (documents are listed in order of preference)

- Birth certificate

- Passport/visa
- Physician's certificate
- Baptismal or Church Certification
- Hospital certificate
- Parent's notarized affidavit (MCPS Form 560-24A)
- Birth Registration
- Other legal or notarized identification

## SOCIAL SECURITY NUMBER

A child's social security number is not required for enrollment in MCPS. If the parent/guardian provides the child's social security number, it should be recorded on OASIS and the SR-1 card.

## RACE/ETHNICITY

MCPS is required by the federal government to report the racial/ethnic group of our students using the two part question and five categories below: (these questions are on MCPS Form 560-24)

### Part 1: Ethnicity Designation

**Directions:** Read the definition below and check the box that indicates this student's heritage.

**Is this student Hispanic or Latino? (Select one answer.)**

Persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race, are considered **Hispanic** or **Latino**.

- Yes
- No

### Part 2: Race Designation

**Directions:** Read the descriptions below and check the box that indicate this student's race. You must select at least one race, regardless of ethnicity designation. More than one response can be selected.

**Indicate this student's race. (Select all that apply.)**

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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## KINDERGARTEN ENROLLMENT

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A supply of [Kindergarten Handbooks](#) will be sent to all elementary schools in late February/early March directly from the MCPS warehouse. The Handbook will include ALL forms for Kindergarten enrollment (except the SR-6) and will be available in English, Spanish, French, Chinese, Korean, Vietnamese, and Amharic in print and on the MCPS website. Supplies of the [SR-6](#) and the Handbook (in all of the noted languages) will be sent to schools based on the enrollment projections that the schools provide to the instructional specialist on the Elementary Integrated Curriculum (EIC) Team.

Included in the Kindergarten Handbooks is [MCPS Form 345-17, Maryland State Department of Education Prekindergarten Experience](#) (available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic) which must be completed by parents/guardians and schools must enter the information in the MSDE Pre-K Experience module in OASIS by the beginning of the students' Kindergarten year. This module is located in [OASIS](#) under the "Assessments" tab. Access to the module may be attained by having the school principal contact the Help Desk at 301-517-5800 or via email.

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## RESIDENCY

(SEE MCPS REGULATION JEA-RB, *ENROLLMENT OF STUDENTS*)

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Proof of residency must be presented at the time of enrollment for all new and reentering students except for homeless children or unaccompanied homeless youth (See page E-12). Proof of residency should be kept in the student's cumulative folder. If records are transferred out of MCPS, keep a copy of the proof of residency. Proof of residency should be collected and kept any time a family moves.

All enrollment documents must be provided prior to enrollment at all school levels. While it is our goal to assist families and enroll students as expeditiously as possible, it also is very important to obtain all documents at the time of enrollment. **If a family has difficulty providing the necessary residency documentation in a timely manner, pupil personnel workers should be contacted to assist with determining residency.**

**Homeowner**

- *Existing House*
  - If homeowner, provide copy of current property tax bill. A copy can be obtained from Montgomery County Department of Finance at 240-777-0311 or at [montgomerycountymd.gov/finance](http://montgomerycountymd.gov/finance),  
**OR**
- *New House*
  - The student's parent/guardian provides a ratified contract for the purchase of a home within the established attendance area of the school with a settlement date within 60 days of the enrollment date or a signed future dated lease for a home within the established attendance area of the school which begins within 60 days of the enrollment date, **OR**

**Renter**

- If renter, provide copy of current rental lease; if the original term of the lease is expired, a copy of lease and a current utility bill, **OR**

**Shared Housing**

- If living in shared housing with a homeowner or renter who has a bona fide residence within an 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 lease is more than one year old, a copy of lease and current utility bill); sign and have notarized the affidavit on MCPS Form 335-74; and provide three supporting documents (see list below) to demonstrate that the parent/guardian or eligible student is living at the address.
- Supporting documents must be in the name of parent/guardian at address shown on [MCPS Form 335-74, Shared Housing Disclosure Form](#), include the name of the sending organization, and a date within 90 days of the current date.
- An acceptable document of address should be a communication from the following types of entities:
  - Financial Institutions (i.e. banks, insurance companies, etc.)
  - Utility Company (i.e. phone, water, power, etc.)
  - Governmental (i.e. federal, state, local)
  - Medical
  - Religious
  - Nonprofit/Community Organizations
- The completed, signed and notarized MCPS Form 335-74 may be counted as one of the three required proofs of address.

- Anyone who is not a resident of Montgomery County who would like to request to enroll a nonresident tuition-paying student in MCPS should contact IAE at 240-740-4500.
- If homeless or unaccompanied homeless youth, please refer to [Enrollment Information/Homeless Children web page](#), and contact the MCPS Homeless Liaison at 240-740-4511.

### Home Visit

In those instances that families are unable to provide any of the above documentation, a home visit by the school's Pupil Personnel Worker (PPW) may be used to document residency. [MCPS Form 560-34, Documentation of Residence Through Home Visit](#) should be completed and included in the student's cumulative folder.

### Post Enrollment Residency Investigations

If, any time after enrollment, "red flags" arise that lead school staff to question whether the student lives in the school's boundaries, a school level investigation should be initiated. Red flags are signs which would reasonably lead someone to question a student's residency. Some common red flags include: returned mail, excessive tardies, a student who is falling asleep often in class (due to a long early morning commute), reports from community members, the student, or other students, etc.

The below steps are general guidelines on how to proceed with a school level investigation. The school's PPW should be included in this process, particularly by step 4, if necessary.

- 1) Check existing documentation in the cumulative file
- 2) Consult with parent/guardian(s) and student, if appropriate
- 3) Review any additional documentation presented
- 4) Home visit to claimed address and possibly to any other known addresses
- 5) Consult/notify IAE
- 6) If residency cannot be confirmed, principal issues withdrawal letter and copies Appeals/Transfers and IAE (see template letter in appendix)

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## PARENT/GUARDIAN

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### Identity of Parent/Guardian Enrolling Student and Relationship to Student (Proof of Custody/Guardianship)

Examples of Proof of Parent/Guardian Identity that includes a photograph:

- Driver's license
- Passport
- Motor Vehicle Administration Identification Card
- Other legal form of identification

Examples of Proof of parent/guardian relationship to student:

- Birth certificate of student which identifies the parents
- Court order
- Separation agreement or divorce decree
- Other legal form of identification

## ADULT RESPONSIBLE FOR STUDENT

Under certain circumstances (such as state-supervised care, informal kinship care, family crisis, homeless child, unaccompanied homeless youth) a student may live with an adult other than a parent or guardian. The name of the adult responsible for the student, the address at which the student resides with the adult, and the relationship of the adult to the student should be provided and included on the Emergency Card in the myMCPS Portal, see link below for instructions:

<https://www.montgomeryschoolsmd.org/mymcps-classroom/index.aspx> and [For School Staff](#)

## IMMUNIZATIONS 240-777-1550 (SCHOOL HEALTH SERVICES)

Proper documentation of required immunizations must be obtained before enrolling a student (unless homeless or unaccompanied homeless youth).

- [Maryland Immunization Certificate 896 \(MDH 896\)](#).
- Or
- Computer generated printout from a physician or health clinic.

If a parent/guardian does not provide documentation of required immunizations *but* presents evidence of an appointment within 20 calendar days of the date of enrollment, the student may be enrolled. However, if the documentation is not provided immediately following the scheduled date, the student must be excluded from school and marked absent. Excluded students should be recorded with an excused absence and reported as a health-related exclusion, code 001, on the Student Suspensions application on OASIS. Students can resume attendance when proof of immunization is received. The only recognized exception to State immunizations requirements in Annotated Code of Maryland, Education, Section 7-403, is parental objections based on the parents or guardians bona fide religious beliefs and practices, unless the Secretary of the Maryland Department of Health declares an emergency or an epidemic of disease. This parental objection should be documented by the parent/guardian on Form MDH 896.

MCPS record keepers are responsible for receiving and reviewing a student's immunization record to ensure that the student is fully immunized. During the school year, the DHHS School Health Room Technician or School Nurse is available as a resource if you have any questions about a student's immunization record. During the summer, the DHHS School Health Services is available by telephone at 240-777-1550 to respond to questions about immunization compliance. School

Health Services personnel are responsible for a final review of the immunization record. They will provide a final review and sign off on the immunization records of all new enrollees.

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## HOMELESS CHILDREN AND UNACCOMPANIED HOMELESS YOUTH 240-740-4511 (MCPS HOMELESS LIAISON)

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If the “Homeless” box is checked on [MCPS Form 560-24, New Student Information](#), the student must be enrolled immediately even if school, immunization, or other records/documents required for enrollment are unavailable. Use [MCPS Form 335-77, Homeless Status](#) (available in Spanish, French, Chinese, Korean, Vietnamese, and Amharic).

### Definition of Homeless

Homeless students lack a fixed, regular, and adequate nighttime residence, whether or not the temporary housing is located in Montgomery County, and who are otherwise eligible for educational services from MCPS.

The following condition(s) can describes the homeless student’s living situation as a result of being homeless.

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative, adequate accommodations;
  - Living in an emergency shelter or transitional housing (time limited housing programs which provide supportive services);
  - Abandoned in a hospital; *or*
  - Runaway living in shelters or other inadequate accommodations.
- The student has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
  - The student is living in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting
  - The student is migratory as defined under federal law who qualify as homeless because they are living in circumstances described above.

Unaccompanied Homeless Youth are youth who are homeless, either due to their parents status as homeless or because they themselves are homeless, and who are not in the physical care of a parent/guardian (a student who is homeless may not be able to reside with a parent or guardian; however, this fact does not nullify the child’s/youth’s right to receive a free, appropriate public education.).

## Procedures

Students enrolling as homeless, or currently enrolled students who become homeless, have the option to attend the school of origin or the school serving the temporary address. The decision about the school in which to enroll the student should be made at a best interest determination meeting with the parent/guardian/caregiver/unaccompanied youth. MCPS Form 335-77, Homeless Status should be completed. If the student is an unaccompanied homeless youth, the second page of the *Homeless Status* form should also be completed. If transportation is required, complete the *Transportation Request* form on OASIS.

MCPS Form 335-77, Homeless Status must be completed prior to each school year.

For specific questions contact the MCPS Homeless Liaison at 240-740-4511. For complete information regarding homeless children and youth, refer to the [Homeless Children](#) website.

## MARYLAND INFORMAL KINSHIP CARE

Maryland Informal Kinship care applies to a child who:

- Was a resident of Maryland immediately prior to coming into the care of a relative.
- AND
- Is living with a relative in Montgomery County due to a specific serious family hardship.

The relative caring for the student must verify the informal kinship care relationship through a sworn affidavit and must provide specific proof of the hardship.

### Relative

- Adult related to the child by marriage or blood within the fifth degree of consanguinity.

### Serious Family Hardships/Supporting Documentation

- Death of parent/legal guardian: copy of death certificate or other proof
- Drug addiction of parent/legal guardian: documentation from treatment provider or parent, or other proof
- Abandonment by parent/legal guardian: notarized statements from all legal guardians, or documentation from court, social services, or other proof
- Serious illness of parent/legal guardian: copy of doctor's report, note, or other proof
- Incarceration of parent/legal guardian: documentation from legal system, detention center, or other proof
- Assignment of parent/legal guardian to active military duty: copy of military orders or other proof

## Procedures

The relative enrolling a child in informal kinship care should complete:

- [MCPS Form 334-17, Affidavit: Children in Informal Kinship Care](#)

Note: This form is available in English, Spanish, French, Chinese, Vietnamese, Korean, and Amharic.

The signed affidavit must be submitted prior to each school year, along with current supporting documentation of the hardship.

## **MARYLAND STATE-SUPERVISED CARE 240-314-4824 (OFFICE OF STUDENT AND FAMILY SUPPORT AND ENGAGEMENT)**

Maryland state-supervised care applies to a child who is in the custody, committed to, or placed by an agency in foster care, a group home or other residential setting. Maryland law requires prompt enrollment, placement, provision of services, and transfer of records.

## Procedures

The adult enrolling the student should complete [MCPS Form 560-35, Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records](#) and provide the following on a yearly basis:

- Student Information
  - Name
  - Name and district of last school attended
  - Prior services (Individualized Education Program (IEP) or Section 504 Plan)
- Placement Agency Information
  - Name of agency with court order
    - ◆ Department of Social Services (DSS)
    - ◆ Department of Juvenile Services (DJS)
    - ◆ Maryland Department of Health (MDH)
    - ◆ Private agency licensed by the Social Services Administration (SSA)
  - Name and phone number of Social Worker/Case Manager at placing agency
- Placement Residence Information
  - Court order placing the child in state-supervised care
  - State or agency letter placing the child in the residential setting (e.g. foster home, group home, etc.)
  - Current license for the residential setting
  - Counselor/case worker at residential setting

- Parent/Guardian Information
  - Name and address of parent/guardian

### Transfer of Records

When enrolling a student in state-supervised care, within 2 days:

- Contact the school where the child is currently or last enrolled.
- Request, in writing, the student's records.
- Provide a copy of the request for records to the adult acting on behalf of the child.
- Document contacts with sending school.

When withdrawing a student in state-supervised care:

- Immediately contact the receiving school and provide the student's grade and IEP or 504 Plan status.
- Within 3 days, send the student's records to the receiving school.
- Document contacts with receiving school.

## TUITION-PAYING STUDENTS 240-740-4500 (INTERNATIONAL ADMISSIONS AND ENROLLMENT AND DIVISION OF CONTROLLER)

See MCPS Regulation JEA-RE, *Tuition-based Enrollment*

- A. Parents/guardians/eligible students who do not meet the enrollment criteria of [MCPS Regulation JEA-RB, \*Enrollment of Students\*](#), and with to enroll a student, or themselves if for an eligible student, in MCPS on a tuition-paying basis, must submit [MCPS Form 335-73A, \*Request to Enroll Nonresident, Tuition-Paying Student\*](#), to International Admissions and Enrollment (IAE).
1. Parents/guardians of nonresident students, or eligible students, may request a specific school, but MCPS reserves the right to determine placement. A family's willingness to pay tuition does not guarantee placement in a school of choice.
  2. Tuition paying students will not be placed in schools that exceed the designated capacity for enrollment as determined by the Office of the Chief Financial Officer (OCFO).
  3. Approval by principal/designee is required and is contingent on characteristics of the school, such as building utilization and grade level enrollment and staff.
- B. Out-of-state social services agencies who place a student in a Montgomery County foster or group home must submit [MCPS Form 335-73, \*Determination of Residency and Tuition Status\*](#), and [MCPS Form 335-73A, \*Request to Enroll Nonresident Tuition-Paying Student\*](#), to IAE.
1. Students placed by an out-of-state social services agency will be assigned to the home school for the address of the foster or group home in Montgomery County.

2. The out-of-state social services agency may be billed for tuition for the nonresident student, unless documentation is provided to IAE that the student is being placed in the Montgomery County foster home for the purposes of adoption. If such documentation is provided, a waiver of the tuition requirements will be granted.

C. Tuition is established annually by the Board.

D. The full tuition rates will equal the estimated average per-student costs including debt service, and will reflect as nearly as possible the actual cost of educating students at each grade level.

E. For students who receive special education or other additional special services, the regular full-year tuition may be increased by the estimated cost of providing the additional service(s) including debt service.

F. The rates of school-year and/or summer school tuition for the children of full-time MCPS employees who reside outside of Montgomery County will be one-half the rates for other nonresident students who are enrolled at the same grade level and receiving the same level of services. MCPS employees must either use payroll deductions for payments throughout the school year or pay full annual tuition prior to the beginning of the school year.

#### **G. Tuition Payments**

1. Information regarding tuition rates may be obtained from IAE or the OCFO, Division of Controller.
2. Tuition is payable by semester or annually. Tuition for the first semester is due by August 1 and tuition for the second semester is due by December 31.
3. If tuition payments are not made timely, interest will be assessed at the rate of one percent per month on the unpaid balance. Nonpayment of tuition will result in the student's withdrawal from MCPS and any unpaid fees may be referred to a collection agency.
4. For students who enter during the school year and are later found to owe tuition, tuition is due before the student may continue to attend classes.
5. Students holding an F-1 visa are required to pay tuition in advance of attendance in accordance with [MCPS Regulation JEA-RC, Enrollment and Placement of International and Foreign Students](#).

#### **H. Refunds and Prorating of Tuition**

1. Prorated tuition or prorated refunds will be granted only in the following circumstances:
  - a) Tuition paid in advance for any period of enrollment for which it is subsequently determined that the student was a resident student or was otherwise entitled to a waiver of tuition under IV.C; or

## ENROLLMENT

- b) When the student was a resident student at the time of enrollment but subsequently became a nonresident and requests to enroll as a nonresident tuition-paying student;  
or
  - c) When the student has been placed in MCPS by an out-of-state social services agency and is enrolled after the first day of classes, and/or is withdrawn before the final day of classes for the semester.
2. The prorated fee is based on dividing the annual tuition rate by the number of instructional days to establish daily rate, and then multiplying by the number of instructional days for which the student is enrolled.
    - a) Refunds of tuition are based on official withdrawal date.
    - b) No refunds of tuition are made for instructional days on which the student is absent, but still enrolled in MCPS.
  3. Tuition may be prorated for less than a full course load in secondary schools if the principal/designee approves that type of enrollment. The prorated schedule is the following:
    - a) One course -- 25 percent of annual tuition
    - b) Two courses -- 50 percent of annual tuition
    - c) Three courses -- 75 percent of annual tuition
    - d) Four courses or more -- 100 percent of annual tuition
  4. Unless one of the circumstances in H.1.or H.3.above are met, full tuition is owed for the semester in which a student is enrolled regardless of the enrollment date.
  5. Unless one of the circumstances in H.1.or H.3.above are met, tuition will not be refunded or prorated for a semester in which the student attends classes regardless of the withdrawal date.

### I. Collection of Tuition

Upon receipt of [MCPS Form 335-73, \*Determination of Residency and Tuition Status\*](#), and [MCPS Form 335-73A, \*Request to Enroll Nonresident Tuition-Paying Student\*](#), indicating tuition is owed and the placement is approved, the Controller staff will—

1. determine the appropriate amount of tuition based on the Board-adopted rates;
2. assure that Part III of MCPS Form 335-73A, *Request to Enroll Nonresident, Tuition-Paying, Student*, is completed;
3. invoice the parent/guardian/eligible student;
4. collect the tuition payment;
5. periodically reconcile financial accounts on tuition with the records of IAE;
6. if tuition (either in full or a payment under an approved plan) is not paid within 30 days of the due date—
  - a) begin charging interest on the unpaid amount,

- b) notify parent/guardian/eligible student of default, interest charge, notification to collection agency of unpaid balance, and/or the possibility of withdrawal from classes, and
- c) notify the school and the residency specialist.

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**WAIVER OF TUITION REQUIREMENTS 240-740-4500 (INTERNATIONAL ADMISSIONS AND ENROLLMENT)**

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**See MCPS Regulation JEA-RE, *Tuition-based Enrollment***

As stated in [MCPS Regulation JEA-RB, \*Enrollment of Students\*](#), when a qualified student under 18 years of age living in Montgomery County with a court-appointed guardian, or other adult, whose circumstances do not qualify for Informal Kinship Care, and whose parents/guardians do not have bona fide residency within Montgomery County, seeks to enroll, school staff should consult with IAE to determine if a waiver of tuition is appropriate.

IAE will make individual determinations regarding granting a waiver of the tuition requirements for a nonresident student in certain circumstances where documentation is presented to support a crisis situation justifying such a waiver. Those determinations by IAE may be reevaluated on an annual basis or as necessary.

A qualifying crisis for a waiver of tuition is one where there is a serious family hardship due to

- death of a parent/guardian, as documented by the death certificate, or other proof;
- serious illness of parent/guardian, as documented by a physician's statement, note, or other proof;
- drug addiction of parent/guardian, as documented by letter from the treatment provider, or other proof;
- incarceration of parent/guardian, as documented by the legal system, detention center, or other proof;
- assignment of parent/guardian to active military duty, as documented by military orders, or other proof; or
- unusual and uncontrollable circumstances in the home that detrimentally impact the student's educational needs or well-being, as established by documents that clearly link the student to unusual and uncontrollable circumstances in the home that necessitate the need for the proposed living arrangement.

To request a waiver of tuition requirements, the resident with whom the student is living must submit

- proof of bona fide residence in Montgomery County,
- a signed and notarized letter from the parent/guardian which states the crisis situation and transfers responsibility of the student to the resident,
- documentation which supports the basis of the crisis,

- a signed and notarized letter from the resident accepting responsibility for the student, and/or
- court-ordered guardianship documents, if applicable.

Decisions regarding waivers of tuition requirements based on a qualifying crisis situation will be made within 10 business days of receipt of all completed documentation. If the circumstances are particularly complex, the timeline may be extended with notice to the parents.

## **APPEAL PROCEDURES**

In accordance with Board Policy JEA, *Residency, Tuition and Enrollment*, the appeal of a decision regarding residency or waivers of tuition requirements should be filed in accordance with the procedures of [MCPS Regulation KLA-RA, Responding to Inquiries and Complaints from the Public](#).

- IAE, as appropriate, will assist with the appeal process so as to expedite a decision, especially when school already has begun and the student may be waiting to attend classes.
- If the parent(s)/guardian(s) wishes to have the student attend classes during the appeal process, they may be required to pay 10 percent of the yearly tuition. Tuition will be refunded in whole or in part if the original decision is reversed or modified.

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## **OTHER ENROLLMENT SCENARIOS**

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### **Self-Enrolling Students**

A student who has reached the legal age of majority (18) and is self-supporting OR is legally emancipated may directly enroll at the home school by proving residency in the County. There are a four general ways a minor may become emancipated prior to the age of majority. Those include (1) marriage, (2) entrance into the military, (3) court decision or (4) parent (formally or informally) agrees to give up parental control.

A school should enroll a student who is emancipated, if the student provides proof of residency in Montgomery County, and presents (1) a court order of emancipation, (2) proof of marriage, or (3) proof of military enlistment. In other cases involving a student who claims to be emancipated, school staff should seek support from the PPW or central office staff to make the case-specific determination regarding emancipation.

### **Natural Disasters**

Students fleeing natural disasters to temporarily live with family or friends in Montgomery County should be enrolled as homeless youth, or unaccompanied homeless youth, if applicable.

### **Claims of Parentage when a Father is not on the Birth Certificate**

If a person seeking to enroll a student claims parentage of the student, but is not listed on the birth certificate, the following steps should be followed. The individual claiming parentage must provide a notarized statement from the legal parent stating that the individual is the other legal parent of the student. Then, the individual claiming parentage must sign an affidavit that he is the other parent of the student. MCPS Form 560-24 *Parent Affidavit* may be utilized for this purpose. The documents should be included in the cumulative file with the birth certificate.

### **When a Family Reports a Move out of County in the Fourth Quarter of the School Year**

If a family self-reports that they have relocated out of the county during the fourth quarter of the school year and requests to complete the school year at the current school, the principal will issue a letter (template letter provided in appendix) permitting the student to remain enrolled at the current school through the completion of the school year. The letter will then advise the family to enroll the student in the new home school for the next school year.

### **Pre-school Age Students Receiving Special Services**

Pre-school aged students only receiving MCPS special services (i.e. speech, hearing) should be enrolled by the school in which the services are provided.

- Enroll the student in Grade 16, Homeroom Section 90.
- The Montgomery County Department of Health and Human Services guidelines do require immunization documentation, and documentation of blood lead testing, for these students.

### **School Age Students Receiving Special Services**

- School aged students who attend a private/parochial school and receive MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are provided. The Division of Business, Fiscal, and Information Systems in the Office of Special Education, will enroll the student. *Do not enroll school age students receiving only special services in your school.*
- Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are provided. Refer the parent/guardian to Interim Instructional Services and Home Instruction (240-453-2470) for enrollment in Home Instruction.

### **Transfer from State Institutions**

The following is a list of State institutions that should be used with Entry Code '22'. These are the only institutions that should be used with the Entry Code '22'. Maryland School for the Deaf and Maryland School for the Blind should be identified as nonpublic schools for the purposes of recording entry and exit information.

- Alfred Noyes Children’s Center
- Backbone Mountain Youth Center
- Baltimore City Juvenile Justice Center
- Charles H. Hickey, Jr. School
- Cheltenham Youth Facility
- Greenridge Youth Center
- J. DeWeese Carter Center
- Lower Eastern Shore Children’s Center
- Maryland Safe at Home Program
- Meadow Mountain Youth Center
- Savage Mountain Youth Center
- Thomas Waxter Children’s Center
- Victor Cullen Center
- Western Maryland Children’s Center
- William Donald Schaeffer House
- Witness Protection

### Prekindergarten and Head Start Programs

The Division of Early Childhood Programs and Services enrolls all students who will be attending Prekindergarten and Head Start classes. If you have questions, call the Head Start office at 240-740-4530.

### Preschool Education Program (PEP) – Department of Special Education Services

The PEP office enrolls all students who will be receiving preschool special education services for children aged 3 to 5 with identified disabilities in Montgomery County. If you have questions, call the PEP office at 240-740-3125.

### OTHER ENROLLMENT ISSUES

### NEXT YEAR’S SCHOOL ASSIGNMENT

The next year’s school number determines the school placement for the following school year and is assigned as follows:

- Non articulating students are automatically reassigned to the current school for the following school year if it is their home school or if the Change of School Assignment (COSA) information is valid.
- Articulating students (i.e. primary to upper elementary, elementary to middle, middle to high) are assigned as follows:
  - **Schools without split articulation –**
    - Students return to their home school
      - if they are completing a special program
      - if their COSA is expired or no longer valid
      - if they are a prekindergarten or Head Start student promoted to kindergarten
    - Students are articulated based on their current school of enrollment
      - if they are ESOL or Special Education students completing a special program

Students return to their current school  
if they are homeless students  
if they are in special schools with restricted grades (Carl Sandburg)  
if they have a non-MCPS address

➤ **Schools with split articulation –**

Students return to their home school  
if they are completing a special program  
if their COSA is expired or no longer valid  
if they are a prekindergarten or Head Start student promoted to kindergarten  
Students are **never automatically articulated** based on their current school of enrollment  
Students return to their current school  
if they are homeless students, or unaccompanied homeless youth  
if they are ESOL or Special Education students  
if they have a non-MCPS address

After January 1 of the current school year, Next Year's School number is automatically generated within OASIS.

Once assigned, Next Year's School should only be changed by the record keeper at the school the student is currently in when requested by another MCPS school due to:

- The student moving to a different attendance area for the following year.
- A student transfer request (COSA) for the following year is approved.
- The student being placed or accepted into a program for the following school year.

If a parent indicates they will be attending a different school, refer them to the new school for future enrollment.

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**HOME INSTRUCTION 240-453-2470 (INTERIM INSTRUCTIONAL SERVICES AND HOME INSTRUCTION)**

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Students schooled at home by a parent/guardian are enrolled in School #435, Home Instruction, using entry code 24, Home Instruction.

A student enrolling in MCPS after having been on home instruction should be treated as a new or re-entering student. Therefore, all the appropriate documentation (residency, immunizations, proof of age) needs to be collected.

Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should be enrolled in Home Instruction.

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## CHANGE OF SCHOOL ASSIGNMENT (COSA)

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Students new to MCPS must always enroll at their home school before any transfer request can be processed. The home school must verify parent/guardianship, age, residency and immunization compliance *before* processing any transfer request. Do not forward original copies of these documents to the Division of Pupil Personnel Services. They should be kept at the home school and, if the transfer is approved, forwarded as part of the student's cumulative folder to the school into which the student is transferring.

COSA's are accepted between February 1 and April 1 for the following school year.

- Students not currently enrolled in MCPS requesting a COSA for the following year should be enrolled using the Future Enrollment transaction in OASIS.
- Students receiving special education services available in all schools follow the regular COSA process. Students receiving all other special education services should *not* use the COSA form, but should submit their request in writing to the Department of Special Education Services at 850 Hungerford Drive, Room 220, Rockville, Maryland 20850.

COSA requests for the current school year require a student to be enrolled and attending the home school.

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## **REQUEST TO WITHHOLD DIRECTORY INFORMATION 240-314-4840 (OFFICE OF THE GENERAL COUNSEL)**

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All students should receive a copy of [MCPS Form 281-13, Annual Notice for Directory Information and Student Privacy](#), in their school summer packet. Any student enrolled after the beginning of the school year must be provided [MCPS Form 281-13](#) and the opportunity to request directory information be withheld. The form is available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic.

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## **ONE DAY ENROLLMENTS**

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There are times when students complete their graduation requirements while they are no longer enrolled in school. They could have completed their requirements in High School Plus, Online Pathway to Graduation, Summer School, or completed student service learning (SSL) hours or testing requirements after withdrawing from MCPS.

If graduation requirements are completed during the first semester, the student should be enrolled at the end of January for one day in the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code. A final transcript can then be generated showing a

graduation date. However, MCPS does not award January diplomas, so these students will receive a diploma with the June graduates for that year.

If graduation requirements are completed during the second semester, the student should be enrolled at the beginning of June for one day by the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code.

If graduation requirements are completed during the summer, the student should be enrolled as of the first day of school and then withdrawn using the appropriate withdrawal code as a summer withdrawal.

## OTHER INFORMATION

The following guides can be found on the MCPS web site. Just type the name into the search engine or click the link to find the guide.

- [Quick Guide to Enrollment](#)
- [OASIS Enrollment Quick Reference Guide](#)
- [All Other OASIS Quick Guides](#)
- [myMCPS Administrative Portal Guides](#)

### MyMCPS Administrative Portal Information

Additional teacher, student, and parent resources can also be found at <http://www.montgomeryschoolsmd.org/mymcps-classroom/> Please feel free to reach out to your assigned Technology Implementation Specialist if you have questions (<https://bit.ly/whoismyTIS>)

<p><b>School Admin How-To</b> *Learn how to search for student and parent info, print individual copies of parent letters, manage parents’ access to student records, add guardian alerts/custody concerns and reset parent passwords.</p>	<p><b><a href="#">Printable Google Doc Guide</a></b> (requires @mcpsmd.net account to access)</p> <p><b>Self-Paced Online Course</b> PDO course #86841</p>
<p><b>Batch Print Parent Letters</b> *Learn how to run report to identify parents without a Parent Portal account and batch print letters for them all at once.</p>	<p><b><a href="#">Google Slides Guide</a></b> (requires @mcpsmd.net account to access)</p>

<p><b>Parent Guide</b>                  *Learn how to create a Parent Portal account and navigate within an account to find information. Feel free to email this guide to parents.</p>	<p><b><u><a href="#">Comprehensive Guide</a></u></b>                  (requires @mcpsmd.net account to access)</p>
<p><b>Emergency Card Reports</b>                  *Learn how to run reports that show students with emergency card updates completed and a report that shows students without any emergency card updates for this school year. View reports that also show medical updates.</p>	<p><b><u><a href="#">Emergency Card Change and Medical Information Reports</a></u></b>                  (requires @mcpsmd.net account to access)</p>
<p><b>Emergency Card Data Entry Guide</b>                  *Learn how to update emergency card info in the Parent Portal.</p>	<p><b><u><a href="#">For Parents/Guardians</a></u></b>                  (requires @mcpsmd.net account to access)   <b><u><a href="#">For School Staff</a></u></b></p>

*Note:* If you don't know your @mcpsmd.net account information, please contact the Help Desk.

ENTRY CODES

01	First entry into any school – usually prekindergarten, kindergarten or first grade, or first entry into any school from home instruction.
02	Continuing in the same school.
06	Re-entry after involuntary withdrawal from school during the current August/September-June reporting period.
07	Re-entry after voluntary withdrawal from school during the current August/September-June reporting period.
08	Re-entry after involuntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
09	Re-entry after voluntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
10	By transfer from another public school within MCPS.
11	Articulating from elementary school to middle school, or middle school to high school.
12	Changing residence in Montgomery county.
13	By transfer from a Maryland public school outside Montgomery County.
14	By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school.
15	By transfer from a nonpublic school within Montgomery County.
16	By transfer from a Maryland nonpublic school outside Montgomery County.
17	By transfer from a United States nonpublic school or institution in another state or territory of the United States.
18	By transfer from a school (public or nonpublic) of a foreign country.
21	By transfer from an evening high school program.
22	By transfer from a state institution in Maryland with an educational program. See list of specific state institutions for this code on page E-21.
24	Entry to home instruction after withdrawing from MCPS, or from a Maryland school outside of Montgomery County.
25	Parental choice transfer from a Title I public school designated for improvement into a school that has made adequate yearly progress (AYP).

26	Transfer from a public school pursuant to Unsafe School Transfer Option.
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ASSOCIATE ENTRY CODES AND WITHDRAWAL CODES

Current Year Withdrawal Code	Associated Current Year (re)Admission Codes	Associated Following Year (re)Admission Codes
99	NA	02,10-12
10	10	NA
11	11	NA
12	12	NA
13	13-18,21,22,or 25-26	13-18,21,22,or 25-26
14	13-18,21,22,or 25-26	13-18,21,22,or 25-26
15	13-18,21,22,or 25-26	13-18,21,22,or 25-26
16	13-18,21,22,or 25-26	13-18,21,22,or 25-26
17	13-18,21,22,or 25-26	13-18,21,22,or 25-26
18	13-18,21,22,or 25-26	13-18,21,22,or 25-26
22	13-18,21,22,or 25-26	13-18,21,22,or 25-26
24	13-18,21,22,or 25-26	13-18,21,22,or 25-26
25	13-18,21,22,or 25-26	13-18,21,22,or 25-26
26	13-18,21,22,or 25-26	13-18,21,22,or 25-26
30	06,07	08,09
31	06,07	08,09
32	06,07	08,09
33	06,07	08,09
34	06,07	08,09
35	06,07	08,09
36	06,07	08,09
38	06,07	08,09
39	06,07	08,09
40	06,07	08,09
41	06,07	08,09
42	06,07	08,09
43	06,07	08,09
44	06,07	08,09

**ENROLLMENT**

<b>Current Year Withdrawal Code</b>	<b>Associated Current Year (re)Admission Codes</b>	<b>Associated Following Year (re)Admission Codes</b>
50	06,07	08,09
71	06,07	08,09
85	NA	NA
60	NA	NA
61	NA	NA
62	NA	NA

## OVERVIEW

In general, students are withdrawn from school because they are transferring to another school, have completed a high school program, or have terminated their formal education.

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## DOCUMENTATION OF WITHDRAWAL

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Complete [MCPS Form 565-5, \*Student Transfer Outside of MCPS or Death of Student\*](#) for every student who transfers out and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma or certificate of attendance, emigrates to another country, or dies.

Obtain official written documentation that the student has transferred to another school or educational program, has emigrated out of the country, or has died, and maintain a copy of the documentation in the student's permanent record with Form 565-5.

Examples of such documentation include:

- A request for records from the receiving high school, or completed [MCPS Form 226-19, \*Verification of Enrollment\*](#).
- An approved application for home instruction or OASIS documentation of home instruction.
- A letter from an official in the receiving school acknowledging the student's enrollment.
- Written confirmation that a student has emigrated to another country, which may include a school administrator's memo to the student's file based on a phone conversation with a parent/guardian, stating that the student is leaving the country.
- Written confirmation that a student has passed away, which may include an obituary, newspaper article, funeral service program, a letter from a parent/guardian, or similar items.

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## DATE OF WITHDRAWAL

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**The date of withdrawal date should be the first school day after the last day of attendance.**

If a student is withdrawn before the end of the marking period, the student will not receive a report card. The student cannot be withdrawn until the day after the end of the marking period, in order to receive a report card. The student also **cannot** be retroactively withdrawn to a date before the

end of the marking period, as this will erase any grades and attendance that the student has on file. If it is the final marking period (end of the year), the student must be summer withdrawn, meaning the student may not be withdrawn until after the “flip” and must be withdrawn using the following school year’s first day of school as the withdrawal date. **Again, the student may not be retroactively withdrawn, as this will erase grades and attendance from OASIS and Gradebook, and they are extremely difficult to recover.**

**SUMMER WITHDRAWALS (NO SHOWS)**

If a student was expected at your school in September but has no recorded attendance by mid-September, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student as a summer withdrawal. Students with no September attendance should be withdrawn no later than the last school day in September. Please refer to the “Maintaining Student Enrollment and Daily Attendance” memo that comes out each August for instructions.

**SEPTEMBER WITHDRAWALS**

If a student attends any time in September and then has at least 5 days of unexplained absences, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student using the day after the last day in attendance as the withdrawal date. Process all September withdrawals by mid-October.

**GUIDELINES FOR PROCESSING SUMMER AND SEPTEMBER WITHDRAWALS**

Attendance Pattern of Student	Action Needed	
	Withdraw	Do Not Withdraw
<b>NO SEPTEMBER ATTENDANCE</b>		
☆ Student is over age 18, did not attend at all in Sept. and whereabouts unknown	<ul style="list-style-type: none"> <li>✓ Withdraw student by the last school day in Sept.</li> <li>✓ Use Summer Withdrawal</li> </ul>	
☆ Student did not attend at all in Sept. and transferred to a non-MCPS school	<ul style="list-style-type: none"> <li>✓ Withdraw student during Sept.</li> <li>✓ Use Summer Withdrawal</li> </ul>	
☆ Student is under age 18, did not attend at all in Sept., and whereabouts known	<ul style="list-style-type: none"> <li>✓ Record absence every day</li> <li>✓ Notify senior reporting specialist in OSA</li> </ul>	✓ Keep enrolled

<b>SEPTEMBER ATTENDANCE, ABSENT LAST SCHOOL DAY IN SEPTEMBER, OCTOBER ATTENDANCE</b>		
☆ Student attended at least 1 day in Sept, absent last school day in Sept. and attended at least 1 day in Oct.		✓ Keep enrolled
<b>SEPTEMBER ATTENDANCE, ABSENT LAST SCHOOL DAY IN SEPTEMBER, NO OCTOBER ATTENDANCE</b>		
☆ Student attended in Sept., was absent last school day in Sept, and first two weeks in Oct. and whereabouts unknown to MCPS	<ul style="list-style-type: none"> <li>✓ Withdraw student by mid Oct.</li> <li>✓ Use day after last day in attendance as withdrawal date</li> <li>✓ Must be a Sept. withdrawal</li> </ul>	

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### **AUTOMATIC WITHDRAWALS**

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A student who leaves one MCPS school (sending school) to attend another MCPS school (receiving school) cannot be withdrawn by the sending school. The sending school must set a release date to allow the receiving school to enroll the student. When the receiving school enrolls the student, the student will be automatically withdrawn from the sending school.

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### **MARYLAND STUDENT EXIT RECORD [SR-7](#)**

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When notified that a student will be withdrawing from your school during the current school year, the Maryland Student Exit Record [SR-7](#) should be completed with current year information and is intended to facilitate initial placement prior to receipt of official school records. The form should be provided to the parent/guardian to hand-carry to the receiving school. All official records for transferring the student should be faxed, emailed, or sent by regular mail to the school in which the student will be enrolling upon receipt of an official request.

This form must be completed when a student withdraws from MCPS to attend another school.

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### **FINANCIAL OBLIGATIONS CLEARANCE**

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Staff at the school from which the student is withdrawing should complete [MCPS Form 560-20, Elementary School Withdrawal/Clearance](#) or [MCPS Form 560-21, Secondary Student Withdrawal/Clearance](#). The purpose of this form is to provide a record of a student's financial obligations status at the time of withdrawal.

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## **DROPPING OUT (STUDENT TERMINATION OF FORMAL EDUCATION)**

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Each high school is required to establish and implement procedures to conduct an interview with all students, or with their parents/guardians, or all of the above, who leave school before graduating. The administrator, or designee, should attempt to encourage the student to remain in the student's current, or other appropriate, MCPS alternative school program by conducting an Interview for Withdrawal Prevention by using [MCPS Form 565-4A, \*Educational Interview for Withdrawal Prevention\*](#) and ensure that the parents/guardians are informed. [MCPS Form 565-4, \*Student Permanent Withdrawal\*](#) should be used to document the interview or efforts to contact parents/guardians. No student is to be withdrawn using a drop out code unless both forms are completed and all required signatures secured.

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## **EXTENDED ABSENCES**

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When a student has extended absences, depending on the reason, it may or may not be appropriate to withdraw the student.

### **Incarceration/Juvenile Services Facility**

When notified that a student has been incarcerated, the school must determine if the student will be receiving educational services, and from whom:

- If the student is receiving services from MCPS, Alternative Education Programs will change the school of enrollment from the current school to Alternative Education Programs.
- If the student is receiving educational services at a state institution with a teaching program, the student should be withdrawn using withdrawal code 22 *Transfer to a state institution in Maryland with an educational program*. Obtain documentation of the transfer (request for records, or complete [MCPS Form 226-19, \*Verification of Enrollment\*](#)). The withdrawal date should be the day after the last day of attendance. See list below of specific state institutions for use of withdrawal code 22:
 

• Alfred Noyes Children's Center	• Maryland Safe At Home Program
• Backbone Mountain Youth Center	• Meadow Mountain Youth Center
• Baltimore City Juvenile Justice Center	• Savage Mountain Youth Center
• Charles H. Hickey, Jr. School	• Thomas Waxter Children's Center
• Cheltenham Youth Facility	• Victor Cullen Center
• Greenridge Youth Center	• Western Maryland Children's Center
• J. DeWeese Carter Center	• William Donald Schaeffer House
• Lower Eastern Shore Children's Center	• Witness Protection
- If the student is not receiving educational services, use withdrawal code 38 *Court Action*. *A student who is committed by court order to an institution without educational program*. The withdrawal date should be the day after the last day of attendance.

**Short Term Instructional Programs/[Interim Instructional Services](#) 240-453-2470**

When notified that a student has a health condition that prevents the student from attending school for an extended period of time, and is under the care of a physician, psychologist, or psychiatrist, it should be determined if the student will receive educational services through Interim Instructional Services (IIS) (formerly Home and Hospital Teaching). If so, the student should remain enrolled. If not, the student, or parent/guardian, should provide documentation as to why services will not be provided and the anticipated length of absence from school. Upon receipt of the documentation, the student can be withdrawn from school. The withdrawal date should be the day after the last day in attendance. Use withdrawal code 30, “illness of such severity that precludes any educational program (e.g. interim instructional services).”

**Parental Removal**

Students who are removed from school by their parents/guardians for more than 15 consecutive school days are to be withdrawn. Parents should be informed that the student will be withdrawn and that MCPS assumes that they will fulfill their responsibility to continue the student’s education at the destination. If MCPS determines that a student under the age of 18 is withdrawn but is not continuing their schooling, a report will be made to Child Welfare Services in the Montgomery County Department of Health and Human Services.

**Special Education over 18 Years Old**

After following the steps outlined above, before withdrawing a general education student over 18 years old, the school should schedule an IEP team meeting to discuss the student’s lack of attendance. The student and the student’s parents/guardians should be invited to attend the meeting.

At the meeting, the IEP team should review the student’s placement, attempt to identify reasons for non-attendance, and determine if the IEP should be revised in order to get the student to attend school on a regular basis.

- If the IEP is revised, the school should not continue the withdrawal process.
- If the IEP is not revised, the team should document the team’s discussion including why modifications would be inappropriate or unwarranted. A follow-up letter must be sent to the student and the student’s parents/guardians.
- If an IEP team meets, considers all appropriate options but is still unable to convince a student to attend school, the school may withdraw the student. In this case, the follow-up letter should clarify that the school intends to withdraw the student because the student has decided not to attend school. Additionally, the letter must clarify that the student has the unequivocal right to re-enroll prior to turning 21 years old. If the student re-enrolls, an IEP meeting shall be held to determine whether the student continues to be eligible for special education services.

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**WITHDRAWAL CODES**

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Withdrawal codes are established by the Maryland State Department of Education. When transferring or withdrawing a student, care should be taken to use the appropriate code.

Code 50 may be used when the actual cause of the withdrawal is unknown. Use this as a temporary code and change the code when the cause has been determined. Every effort should be made to determine the actual cause of the withdrawal.

**Students Leaving the Country for More Than Fifteen (15) Consecutive School Days**

When a student leaves the country for more than fifteen (15) consecutive school days and will be returning, withdraw the student using a code “50” on the day after the last day of attendance. When the student returns from the foreign country, update the withdrawal code to a code “18.” Ascertain if the student received education in the foreign country. If the student received education, enroll the student using a code “18,” and make sure educational records are received. If the student did not receive education in the foreign country, enroll the student using a code “07” and notify Missy Gumula, senior reporting specialist, Office of Shared Accountability, via email or at 240-740-2950, as the withdrawal code will need to be changed back to a code “50.” This is in accordance with MSDE guidelines. If a student leaves the country and you know the student will be receiving educational services, you may withdraw the student using a code “18.”

## WITHDRAWALS

\* Drop out codes

\*\* These codes are entered when the receiving school enrolls the student, and not by the sending school.

Codes	When to Use
10**	Transfer to another public school within MCPS. Approved out of area transfer, placement because of a special program or special placement by PPW. Student's address has not changed.
11**	Elementary school to middle school, or middle school to high school.
12**	Moving out of attendance area to another MCPS, because of change of address.
13	Transfer to a Maryland public school outside of Montgomery County.
14	Transfer to a public school in another state or territory of the United States, to a U.S. overseas dependent school, or to home instruction in another state.
15	Transfer to a nonpublic school within Montgomery County.
16	Transfer to a Maryland nonpublic school outside of Montgomery County.
17	Transfer to a United States nonpublic school or institution in another state or territory of the United States.
18	Transfer to a school (public or nonpublic) of a foreign country.
21	Transfer to an evening high school program.
22	Transfer to a state institution in Maryland with an educational program. See list of specific state institutions for this code on page W-4.
24**	Home schooling pursuant to COMAR 13A.10.01 (for use within Montgomery County only).
26	Transfer to a public school pursuant to the Unsafe School Transfer Policy, COMAR 13A.08.01.20.
30*	Illness. An illness of such severity that it would preclude the implementation of any education program (e.g. Interim Instructional Services). A medical certification shall be required specifying the nature of illness and the approximate length of time the student will be withdrawn.
31*	Academic. Student, 18 years or older, who drops out due to lack of academic success including low grades and/or grade retention.
32*	Discipline. Student, 18 years or older, who voluntarily drops out due to continual disciplinary problems as documented by multiple office referrals and/or suspensions, but who has not been formally expelled from school.
33*	Lack of Interest. Student, 18 years or older, who drops out of school due to a lack of personal motivation or interest to continue their education.
34*	Employment. Student, 18 years or older, certified by documentation and the student is unwilling to remain in a regular or alternative educational program.

**WITHDRAWALS**

<b>Codes</b>	<b>When to Use</b>
35*	Marriage. Student, 18 years or older, certified by documentation.
36*	Military Service. Student, 18 years or older, certified by documentation.
38*	Court Action. Student, 18 years or older, who is committed by court order to an institution without an educational program.
39*	Economic Reasons. Student, 18 years or older, who leaves school due to a lack of financial resources, and/or lack of family support or has caretaker responsibility for the extended family, excluding their own children as documented by a social agency.
40*	Expulsion Under 18. Required withdrawal from school for disciplinary reasons of a student under 18 years of age by the direction of the superintendent of schools or designee (not a valid code for students with disabilities under the Individuals with Disabilities Education Act). As intended by COMAR 13A.08.01.11(B)(2), expulsion is the exclusion of a student for more than 45 school days.
41	Immaturity. Immaturity under age five. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation.
42	Special Cases. Other reasons with superintendent's approval. For students under 18 years of age. This code may be used for students who withdraw in grade 8 for religious reasons.
43	Death.
44*	Parenting. Any married or unmarried student, 18 years and older, who leaves a regular or alternative educational program due to their responsibilities for child care and rearing of their children.
46*	Expulsion Age 18 and Over. Required withdrawal from school for disciplinary reasons of a student, age 18 years and older, by the direction of the superintendent of schools or designee (not a valid code for students with disabilities under the Individuals with Disabilities Education Act). As intended by COMAR 13A.08.01.11(B)(2), expulsion is the exclusion of a student for more than 45 school days.
50*	Whereabouts Unknown. Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school, or whose whereabouts is unknown as documented by an appropriate school official. A student who is a runaway as documented by an appropriate governmental agency (e.g. Juvenile Services) or is known or suspected to be abducted as documented by an appropriate governmental agency (e.g. law enforcement official or social security).
60	Graduating September-June with Maryland High School Diploma.
61	Graduating September-June with Maryland High School Diploma and Certificate of Merit.

## WITHDRAWALS

Codes	When to Use
62	Special Education student graduating September-June with Maryland High School Certificate of Program Completion.
70	Early college admission.
71*	Pregnancy. Student, 18 years or older, who leaves school because of a pregnancy.
85*	“Age Out”—The student has exceeded the age which the state guarantees a free, appropriate public education, and has subsequently exited. May only be used with students who have turned 21 years old prior to the first day of school. <i>Note: May only be used as a summer withdrawal code.</i>

\* Drop out codes

\*\* These codes are entered when the receiving school enrolls the student, and not by the sending school.



## OVERVIEW

Student records provide a picture of the academic performance and individual progress of a student and consist of information maintained in written, photographic or computer media format. Notes maintained by staff (i.e. administrators, counselors, teachers, psychologists, nurses, pupil personnel workers, social workers) for their own personal use are not considered part of a student's record.

School record keeping practices and procedures will be in accordance with federal and state law, regulations of the Maryland State Board of Education, the [Maryland Student Records System Manual 2016](#), and [MCPS Regulation JOA-RA, Student Records](#).

## CREATING STUDENT RECORD FILES 301-320-7301 (CENTRAL RECORDS)

Student records are filed in one of three folders. All three folders are considered the student's record. The highlighted records below are maintained electronically by MCPS and are not required to physically be in the folder.

### Cumulative Folder

The cumulative folder includes, at a minimum, the following:

- Student Record System (SR/SRS cards)
  - SR 1, Side 1 Student's Personal Data
  - SR 1, Side 2 Student's School Attendance Data
  - SR 2a Annual Subject Performance K-8
  - SR 3 Annual Subject Performance 9-12
  - SR 3a Additional Test Results
  - SR 3b Annual Subject Performance 9-12, High School Assessments
  - SR 4 Student Test Record, Maryland School Assessments
  - SR 7 Maryland Student Withdrawal/Transfer Record
  - MCPS Form 560-6 Worksheet for Suspension or Health-Related Exclusion
  - Suspension reports or discipline records
  - Report Cards
  - Correspondence to and from parents/guardians/eligible students
  - Documentation of Residency
  - Restraining Orders, Custody Documentation, and Court Orders
  - ESOL Forms

Information maintained on the SR cards should be accurate, readable, and current. An SR 1, Personal Data, should be created for all students entering MCPS, regardless of age.

Discipline records, including suspension and expulsion, must be kept in the student's record, maintained, and sent to other schools upon transfer.

## Maintenance and Destruction of Records of Suspensions and Expulsions

See [MCPS Regulation JGA-RB, \*Suspension and Expulsion\*](#). If the principal, director of the Division of Pupil Personnel and Attendance Services (DPPAS), or Chief Operating Officer (COO) determines that a suspension or expulsion should not have occurred, all information pertaining to the discipline proceedings, including [MCPS Form 560-6, \*Worksheet for Suspension or Health-Related Exclusion\*](#), will be removed from the student's record immediately, and no personally identifying information regarding same will be communicated to any person.

In order to delete suspension or expulsion records from the student's electronic records, the original copy of the student suspension form, [MCPS Form 560-6, \*Worksheet for Suspension or Health-Related Exclusion\*](#), should be sent to the chief technology officer with a note, signed by the principal, to delete that record. The original will be destroyed after the school has received its verification of the deleted transactions.

## Health Folder

The health folder, usually maintained in the health room by the Department of Health and Human Services School Health Services staff, consists of information pertaining to a student's medical and dental history, health needs, and contains at a minimum:

- Student Record (SR) cards, *either* MCPS or MSDE
  - SR 5 (yellow)      [Health Screenings](#)
  - SR 5 (yellow)      [Vision and Hearing Screenings](#)
  - SR 6                    [Health Inventory](#)
  - Form 525-17         [Dental Health Form](#)
  - MDH 896             [Maryland Immunization Certificate](#)
  - or
  - Computer generated immunization record printout from doctor's office

## Confidential Folder

A confidential folder provides extra protection for student privacy and is established when a student is referred for special education screening under the federal Rehabilitation Act of 1973, codified at 29 U.S.C. §794 (Section 504) plan or under the federal *Individuals with Disabilities Education Act* (IDEA) codified at 20 U.S.C. §1400 has been established, or when information is gathered to supplement basic student data.

The following documents are always kept in a confidential folder:

- Written referral materials for special services and reports from special services personnel, including those related to an Individualized Education Program (IEP) or Section 504 Plan.
- Written referral to Montgomery County Department of Health and Human Services for special consultation regarding non-routine health problems.
- Psychological evaluations and other individual assessment reports.

## STUDENT RECORDS

- Reports from public and private agencies (juvenile court, mental health clinics, family counseling agencies, hospitals, etc.).
- Verified reports of serious or recurrent patterns of behavior, teacher and counselor ratings and observations.

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### MAINTAINING STUDENT RECORDS

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The principal/designee supervises and has the ultimate responsibility for student records within their building. These responsibilities include the following:

- Becoming acquainted with the record system.
- Collecting, retaining, using, and disposing of required data in accordance with the *Code of Maryland Regulations* (COMAR) for each student in the school.
- Establishing procedures to review and maintain complete and accurate records. At a minimum, student records must be reviewed, and material (such as miscellaneous notes, duplicate report cards, obsolete test booklets, etc.) that no longer serves an educational purpose should be removed and destroyed when—
  - Student articulates from elementary to middle school; middle to high school;
  - Student graduates from high school;
  - Student withdraws for any reason; or the student is referred for special education or Section 504 plan consideration;
  - Special education records should not be purged until 6 years after graduation or withdrawal.

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### INFORMATION NOT TO BE INCLUDED IN A STUDENT'S RECORD

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The cumulative folder does not include the following:

- Personal files kept by professionals in accordance with Section III.B of [MCPS Regulation JOA-RA, Student Records](#).
- Records of a law enforcement unit of the school system that are maintained only for law enforcement purposes.
- Abuse and neglect reports, including but not limited to, [MCPS Form 335-44, Report of Suspected Abuse and Neglect](#), sent to or from the Montgomery County Department of Health and Human Services, Child Welfare Services (commonly known as Child Protective Services) or for vulnerable adults, Adult Protective Services.
- State-mandated bullying and harassment reports, which include [MCPS Form 230-35, Bullying, Harassment, or Intimidation Reporting Form](#) and [MCPS Form 230-36, Bullying, Harassment, or Intimidation Incident School Investigation Form](#).
- State-mandated gang-related incident reports, which include [MCPS Form 230-37, Gang-Related Incident Reporting Form](#), and [MCPS Form 230-38, Gang-Related Incident Investigation Form](#).
- If the investigation results in a disciplinary action, follow the procedures set forth in [MCPS Regulation JGA-RB, Suspension and Expulsion](#), [MCPS Regulation JGA-RC, Suspension and Expulsion of Students with Disabilities](#).

- Data not collected for all students, unless it is authorized by the parent/guardian or eligible student.

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## REQUEST TO REMOVE OR CORRECT INFORMATION

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A parent/guardian or eligible student, who believes that information contained in a student's record is inaccurate, misleading, or violates privacy rights should request of the principal, in writing, that the record be changed. If an agreement is reached, the information should be removed or amended. If an agreement is not reached, the parent can appeal the decision in accordance with [MCPS Regulation KLA-RA, \*Responding to Inquiries and Complaints from the Public\*](#).

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## RECORD KEEPING PROCEDURES

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- Student records only may be removed from the immediate area in which they are stored by obtaining written or verbal permission of the principal/principal designee and by placing a dated and signed document in the storage file to indicate the folder's location.
- A record (log) of individuals who have requested and/or obtained access to a student's record must be maintained by the principal/principal designee.
  - The log must indicate the name(s) of the person(s) requesting/obtaining access, the date of request/review, and the purpose of the review.
  - The log is kept with the student's record.
  - Exceptions to this record log procedure are the following:
    - School officials and authorized personnel as noted in Section VII.B.
    - Persons who have received written consent of the parent/guardian or eligible student.
    - A person seeking or receiving the records as directed by a federal grand jury or other lawfully issued subpoena or order where the issuing agency has ordered that the existence, the content of the subpoena, or the information furnished in response not be disclosed. All requests for records should come through the Office of the General Counsel. If your school is contacted directly, please direct the issuing agency to contact the Office of the General Counsel at 240-314-4840.
    - The parent/guardian or eligible student.

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## RELEASE OF RECORDS

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### Timeline for Sending Records

Routine requests for records from receiving schools should be completed within ten work days. Records requests for students in state-supervised care must be completed within three work days.

Parents/guardians are entitled to one complete set of their child's records free of charge. A reasonable fee may be charged for additional copies of these records. (Never give originals.) In general, schools may not disclose information or release a student's record to someone other than

the parent/guardian or eligible student without written consent of the parent/guardian, or eligible student (if the student is over the age of 18). The consent should specify the specific records to be disclosed, and the purpose of the disclosure.

However, the *Family Educational Rights and Privacy Act* (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials, including administrators, supervisors, teachers, nurses, security, school attorneys, auditors, and others acting on behalf of the school system who need access to fulfill their job responsibilities.
- Schools into which a student seeks or intends to enroll.
- Representatives of a public agency with a “need to know” in a safety or health emergency, after considering:
  - the seriousness of the threat to the health or safety of the student or other individuals
  - the need to know the information to meet the emergency
  - whether the individuals to whom the information is disclosed are in a position to deal with the emergency; and
  - the extent to which time is of the essence in dealing with the emergency
- Authorized government officials
- Financial aid personnel, if needed to determine eligibility
- Accrediting organizations, to carry out accrediting functions
- Judicial order or subpoena (see page R-8)
- An agency caseworker or other representative of a state or local child welfare agency, or tribal organization may have access to the education records of a student for whom the agency has legal responsibility for their care and protection, specifically those children in the legal custody of the agency who are placed in out-of-home care, such as foster care.
  - In order to obtain a student’s records, a staff member from Child Welfare Services must present school staff members with identification and a letter from their supervisor, notifying MCPS about the specific student(s) for whom they are the case manager and are requesting access to education records.
  - Place a copy of the case worker’s request for records in a confidential folder.
- To parents/guardians of an eligible student if the student is a dependent for Internal Revenue Service Tax Purposes.

### Special Circumstances

- Records of **substance abuse** treatment or effort to get treatment **may not** be sent without written consent of student, even if student is a minor.
- MCPS **psychological reports** may be sent by the school after confirmation with Psychological Services that the report being sent is the most current one available.
- Unless there is a court order or legally binding agreement in the student’s cumulative folder to the contrary, **the non-custodial parent** is entitled to:
  - receive copies of report cards, test scores, newsletters, interim reports, loss of credit notification and other routine information sent to the custodial parent;
  - visit school, observe instruction, and review record.

- The non-custodial parent should:
  - submit written request and provide, if requested by the school, self-addressed envelopes for sending this material;
  - pay a reasonable fee for copying and mailings unless a notarized statement indicates the parent is unable to pay the fee.
  
- The school should:
  - notify the custodial parent when such a request has been made.

**Retention of Students**

A student may only be retained according to [Regulation JEB-RA, Placement, Promotion, Acceleration, and Retention of Students](#). In accordance with the regulation, [MCPS Form 272-42, Educational Management Team Program Plan for Students Being Retained](#), must be filled out for the school year in which the retention is to occur. The retention must also be recorded in OASIS. To record the retention in OASIS, follow these steps:

- a. On the **Student Demographics** tab, in OASIS, click on **Student Programs**.
- b. Enter the student ID and with the student on the screen click on one of the yellow “new” button on the right side of the screen. That takes you to a screen listing the student’s enrollments. Click on the “Add” button on the right side of the line for the current school year.
- c. That takes you to a screen when you select the “Program Type of Non-Promoted (NPR)”. You can use the current date. Do **NOT** enter anything else (**no end date or exit reason**). Just click “Save” and go to the next student.
- d. Note: Do **NOT** change the grade of the student. The “flip” process will take care of the grade of the student.

**QUICK GUIDE TO TRANSFERRING RECORDS TO OTHER SCHOOLS**

Parental consent is not required to release records to a school in which a student seeks to enroll.

Records transferred to:	Type of Request		What to Send		What to Keep	
	Verbal	Written	Original	Copy	Original	Copy
Any MCPS school	OK	OK	Cumulative Health Confidential			
Any Maryland public school		Required	Cumulative Health Confidential		Residency Documentation	SR cards Immunizations IEP SpEd documentation Birth Certificate
Any non-public school or any out-of-state public school		Required		SR cards Immunizations IEP SpEd documentation Suspension	Cumulative Health Confidential	

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**RELEASE OF DIRECTORY INFORMATION 240-314-4840 (OFFICE OF THE GENERAL COUNSEL)**

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The “Family Educational Rights and Privacy Act” (FERPA) requires schools to define directory information and inform parents/guardians how they can prevent such information from being given out.

MCPS defines directory information to include the following items: Student’s and/or parent’s name, address, e-mail address, and telephone number; student’s date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph, or other likeness; the weight and height of members of athletic teams; and other similar information.

The [Annual Notice for Directory Information and Student Privacy \(MCPS Form 281-13\)](#) should be provided to the parent/guardian of all students at the beginning of the school year, and is available in English, French, Spanish, Vietnamese, Korean, Chinese and Amharic. The parent/guardian of a student enrolling after the start of the school year also must be given the opportunity to request withholding of directory information by completing MCPS Form 281-13. If the form is returned with requests to withhold all or some directory information, enter that information on OASIS screen, “Request to Withhold Directory Information.”

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**OFFICE OF THE GENERAL COUNSEL  
PROCESSING OF SUBPOENAS**

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**All subpoenas for student/staff records and for MCPS staff to serve as witnesses must** be sent to the Office of the General Counsel (OGC) for legal review prior to providing a response. Please send a copy of the subpoena via e-mail to Amy Chesebrough, legal secretary, OGC, and Stephanie Williams, associate general counsel, OGC, or fax (301-279-3205). After OGC staff have reviewed the subpoena, they will respond to the school principal and administrative secretary via e-mail with specific subpoena processing instructions. If you have any questions or concerns about the due date for the subpoena or otherwise, please call OGC at 240-314-4840.

It is critical to immediately forward the subpoena to OGC in advance of responding because there will be circumstances in which more extensive legal review is required, and subpoenas often have short deadlines. Also, the subpoena may involve a legal matter related to Montgomery County Public Schools (MCPS) that is already pending and, thus, compliance with the subpoena needs to be carefully coordinated. In some cases, either OGC attorneys, on behalf of MCPS, or one of the parties may object to the subpoena, or they may file a motion to quash the subpoena.

Subpoenas may be filed by parties in civil cases (such as custody disputes) or criminal cases (such as state prosecutions for criminal offenses that may or may not be related to conduct on school property). Subpoenas may seek records of MCPS staff or students. Subpoenas typically seek information about an individual who is a party to a case, but sometimes they request information about those who are witnesses or even victims.

When student records are subpoenaed there are two broad categories of requests:

- ***Student Records Subpoenas***: These are requests for some or all documents in a student's record or other materials pertaining to a student that MCPS may have on file.
- ***Incident Records Subpoenas***: These are requests for records related to a particular incident in a school, typically involving student misconduct.

Each subpoena requires a case-by-case analysis to determine that appropriate legal response, and OGC staff will provide detailed instructions for processing. In general, OGC staff will work with school personnel to complete the following checklists:

***Student Records Subpoenas – Checklist***

**(Consult with OGC for specific instructions before completing these steps)**

1. Before complying with the subpoena, notify the parents/guardians that a subpoena has been received and the school system will be complying within four or five business days. If a student is 18 years or older, the letter would need to be sent to the student. The only time you would not notify the parent/guardian or eligible student is if the subpoena directs that the existence and/or content of the subpoena must not be disclosed.
2. In the log of requests to inspect the student's record, document (in writing) the attempt to contact the parent/guardian, whether successful or not.
3. Remove or redact the names of any other students listed in any record of the student for whom the subpoena is issued. No records should be released that contain the names of other students.
4. If the student has a psychological report on file, contact the Office of Student and Family Support and Engagement, psychological services director (240-314-4828), to confirm that the report being sent is the most current one available.
5. Copy all other student records. Do not copy or provide accident reports or witness statements without review by OGC.
6. Complete the Certification of Records form that confirms the processes that the school utilized to gather the records requested by the subpoena.
7. Send or deliver the responsive documents, including a copy of the Parent Notice letter and the original Certification of Records form, to OGC. OGC will send or deliver the documents to the requesting party or court, as appropriate.

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***INCIDENT RECORD SUBPOENAS - CHECKLIST***

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**(Consult with OGC for specific instructions before completing these steps)**

1. All records of the incident need to be obtained and copied.

## STUDENT RECORDS

2. Before complying with the subpoena, notify the parents/guardians of all students making statements (including the student(s) named in the subpoena) that a subpoena has been received and the school system will be complying within four or five business days. If a student is 18 years or older, the letter would need to be sent to the student. The only time you would not notify the parent/guardian or eligible student is if the subpoena directs that the existence and/or content of the subpoena must not be disclosed.
3. Complete the Certification of Records form that confirms the processes that the school utilized to gather the records requested by the subpoena.
4. Send or deliver the responsive documents, including a copy of any Parent Notice letters and the original Certification of Records form, to OGC. OGC will send or deliver the documents to the requesting party or court, as appropriate.

### **Witness Subpoenas**

In addition to requests for records, subpoenas may require school staff to testify as witnesses in court proceedings. All such requests—unless they are unrelated to the staff member’s MCPS work duties—must be sent to OGC. OGC staff often work with court personnel and the attorneys in the case to narrow requests for witnesses to avoid significant disruption to school activities.

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## RECORD RETENTION

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### **Withdrawn Students**

Records of withdrawn students are kept at the last school of enrollment for four years.

- Records of summer withdrawals should be kept at the last school attended.
- File summer withdrawal records with prior school year records.

Annually, records that are four years old are sent to Central Records for scanning and permanent retention. Once scanned, the records are destroyed. Central Records is responsible for the permanent retention and responding to requests for information from these records.

### **Graduates**

Records of students awarded a diploma or certificate are forwarded to Central Records on a yearly basis for scanning. Central Records staff contacts schools when ready to receive the records. The records cannot be sent through the PONY. Designated school staff must hand carry to Central Records.

Central Records will randomly audit the SR3 cards for discrepancies. Should the number of discrepancies exceed our standards, all the graduate records will be returned to the school for further review.

Once scanned, schools will be notified and can pick up the records. Schools then keep the records for four years, during which time the school is responsible for handling any record requests.

## STUDENT RECORDS

After 4 years, the records are forwarded to Central Records at which time Central Records assumes responsibility for permanent retention and responding to record requests.

### QUICK GUIDE TO SENDING RECORDS TO CENTRAL RECORDS

<b>WHEN</b>	<b>STUDENTS WHO WITHDREW:</b>	<b>STUDENTS WHO GRADUATED:</b>	<b>FILES TO SEND</b>
July 2017	September 2012- June 2013 Summer 2013	2013	Cumulative, Health, Confidential
July 2018	September 2013 – June 2014 Summer 2014	2014	Cumulative, Health, Confidential
July 2019	September 2014 – June 2015 Summer 2015	2015	Cumulative, Health, Confidential
July 2020	September 2015 – June 2016 Summer 2016	2016	Cumulative, Health, Confidential
July 2021	September 2016–June 2017 Summer 2017	2017	Cumulative, Health, Confidential
July 2022	September 2017-June 2018 Summer 2018	2018	Cumulative, Health, Confidential
July 2023	September 2018-June 2019 Summer 2019	2019	Cumulative, Health, Confidential

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**RECORDING STUDENT ATTENDANCE**

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**See MCPS Regulation JEA-RA, *Student Attendance***

<http://www.montgomeryschoolsmd.org/departments/policy/detail.aspx?recID=258&policyID=JE A-RA&sectionID=10>

**STUDENTS SCHEDULED FOR A FULL DAY**

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.

**STUDENTS SCHEDULED FOR A PARTIAL DAY**

A student scheduled for less than a full day is to be counted present based on the amount of time the student is scheduled.

*Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two hour block of time will be counted present for ½ day if the student is in attendance for one hour.*

A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. Students are marked absent by the teacher to record that they are not in the classroom, but the reason code assigned by the attendance secretary prevents the absence from counting on state and local reports. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, interim instructional services, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home, or activities supervised or sponsored by private groups or individuals.

**(Lawful and unlawful absences are both counted as an absence.)**

**OUT-OF-SCHOOL SUSPENSIONS, IN-SCHOOL SUSPENSIONS, AND IN-SCHOOL INTERVENTIONS**

It is very important to maintain communication with administrators and special education staff in order to assure accurate recording of attendance for suspended students. Please ask anyone who provides you with information that a student has been suspended to make sure that you are notified if any changes to the number of days or type of suspension (in-school suspension, out-of-school suspension, or in-school intervention), so that you can correct the attendance. There are specific absence codes for out-of-school and in-school suspensions. However, for students assigned to an in-school intervention, please use “special teacher.” (Please refer to the absence codes listed on pages A-9, A-10, A-11).

It is also important to record the correct absence reason for suspended students who have been placed in a 45-day alternative setting for a portion of their suspension. You should receive

attendance information from that location. If the student was present at the 45-day location, you would code the absence from your school as "Alternative Education." However, if the student was marked absent from the 45-day location, you would use the same absence reason as used there.

## **PREGNANCY AND PARENTING NEEDS**

As of July 1, 2017, pregnancy and parenting needs are excused absences and should be recorded as AILL, Illness of Student, or AHHT if the student is participating in Interim Instructional Services.

- The school shall excuse all absences due to pregnancy- or parenting-related conditions, including absences for:
  - Labor;
  - Delivery;
  - Recovery; and
  - Prenatal and postnatal medical appointments;
- Provide at least 10 days of excused absences for a parenting student after the birth of the student's child;
- Excuse any parenting-related absences due to an illness or a medical appointment of the student's child, including up to 4 days of absences per school year for which the school may not require a note from a physician; and
- Excuse any absence due to a legal appointment involving the pregnant or parenting student that is related to family law proceedings, including adoption, custody, and visitation.
- In addition to home and hospital services, the school may allow the student to:
  - Make up the work that the student missed in a time period that equals at least as many days that the student was absent; and
  - Choose one of the following alternatives to make up work that the student missed:
    - Retake a semester;
    - Participate in an online course credit recovery program; or
    - Allow the student 6 weeks to continue at the same pace and finish at a later date.

## Absence/Tardy Chart

RECORD	ARRIVES		LEAVES		
	DURING FIRST 2 HOURS OF DAY	MORE THAN 2 HOURS AFTER START OF DAY	MORE THAN 2 HOURS BEFORE END OF DAY	DURING LAST 2 HOURS OF THE DAY	FOR MORE THAN 2 HOURS DURING THE DAY
A.M. ABSENT		X			X
TARDY	X				
P.M. ABSENT			X		X
EARLY DISMISSAL				X	

“State Status” for Absence Codes indicates if the absence is included on absence reports. If “No Send” they are not included.

## Daily Absence Codes

<b>CODE</b>	<b>DESCRIPTION</b>	<b>Type</b>	<b>MCPS STATUS</b>	<b>State Status</b>
AACI	Other academic-IN school (all day)	Absent	Excused	No send
AACO	Other academic-OUT of school (all day)	Absent	Excused	No send
ACRT	Court summons (all day)	Absent	Excused	Send
ADNC	Other unlawful absence-do not call (all day)	Absent	Unexcused	Send
ADTH	Death in the immediate family (all day)	Absent	Excused	Send
AEMR	State emergency (all day)	Absent	Excused	Send
AHHT	Interim Instructional Services, formerly Home/Hospital Teaching (all day)	Absent	Excused	No send
AHLT	Health Exclusion Required by Health Dept (all day)	Absent	Excused	Send
AILL	Illness of student including med appt (all day), pregnancy, and parenting needs	Absent	Excused	Send
AOTH	Excused-Other Out of School (all day)	Absent	Excused	Send
AREL	Observance of a religious holiday (all day)	Absent	Excused	Send
ASSI	School supervision-IN School (all day)	Absent	Excused	No send
ASSO	School supervision-OUT of School (all day)	Absent	Excused	No send
ASUS	Out of School Suspension (all day)	Absent	Excused	Send
ATRN	Lack of authorized transportation (all day)	Absent	Excused	Send
ATRU	Truancy (all day)	Absent	Unexcused	Send
AUAB	Other unlawful absence (all day)	Absent	Unexcused	Send
AWTH	Hazardous weather conditions (all day)	Absent	Excused	Send
HACI	Other academic-IN school (half day)	Absent	Excused	No send

## ATTENDANCE

<b>CODE</b>	<b>DESCRIPTION</b>	<b>Type</b>	<b>MCPS STATUS</b>	<b>State Status</b>
HACO	Other academic- OUT of school (half day)	Absent	Excused	No send
HCRT	Court summons (half day)	Absent	Excused	Send
HDNC	Other unlawful absence-do not call (half day)	Absent	Unexcused	Send
HDTH	Death in the immediate family (half day)	Absent	Excused	Send
HEMR	State emergency (half day)	Absent	Excused	Send
HHHT	Interim Instructional Services, formerly Home/Hospital Teaching (half day)	Absent	Excused	No send
HHLT	Health Exclusion Require by Health Dept (half day)	Absent	Excused	Send
HILL	Illness of student including med apt (half day)	Absent	Excused	Send
HOTH	Excused-Other Out of School (half day)	Absent	Excused	Send
HREL	Observance of a religious holiday (half day)	Absent	Excused	Send
HSSI	School supervision- IN School (half day)	Absent	Excused	No send
HSSO	School supervision- OUT of School (half day)	Absent	Excused	No send
HSUS	Out of School Suspension (half day)	Absent	Excused	Send
HTRN	Lack of authorized transportation (half day)	Absent	Excused	Send
HTRU	Truancy (half day)	Absent	Unexcused	Send
HUAB	Other unlawful absence (half day)	Absent	Unexcused	Send
HWTH	Hazardous weather conditions (half day)	Absent	Excused	Send
EDE	Early departure- excused (less than 2 hours)	Early Departure	Excused	No send
EDU	Early departure- unexcused (less than 2 hours)	Early Departure	Unexcused	No send
TDYE	Tardy-excused (less than 2 hours)	Tardy	Excused	No send
TDYU	Tardy-unexcused (less than 2 hours)	Tardy	Unexcused	No send

**Period-by-Period Absence Codes**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>Type</b>	<b>MCPS STATUS</b>	<b>State Status</b>
ACI	Other academic-IN school	Absent	Excused	No send
ACO	Other academic-OUT of school	Absent	Excused	No send
CAI	Class related activity- IN school (or class did not meet)	Absent	Excused	No send
CAO	Class related activity- OUT of school (or class did not meet)	Absent	Excused	No send
CORT	Court summons	Absent	Excused	Send
DNC	Other unlawful absence- do not call	Absent	Unexcused	Send
DTH	Death in the immediate family	Absent	Excused	Send
EMER	State emergency	Absent	Excused	Send
EOUT	Excused-Other Out of School	Absent	Excused	Send
HHT	Interim Instructional Services, formerly Home/Hospital Teaching	Absent	Excused	No send
HLT	Health Exclusion Require by Health Dept	Absent	Excused	Send
ILL	Illness of student including med apt	Absent	Excused	Send
OSUS	Out of School Suspension	Absent	Excused	Send
RELG	Observance of a religious holiday	Absent	Excused	Send
SSI	School supervision-IN School	Absent	Excused	No send
SSO	School supervision-OUT of School	Absent	Excused	No send
TRAN	Lack of authorized transportation	Absent	Excused	Send
UABS	Other unlawful absence	Absent	Unexcused	Send
UTRU	Truancy	Absent	Unexcused	Send
WORK	Work approved or sponsored by the school	Absent	Excused	Send
WTHR	Hazardous weather conditions	Absent	Excused	Send
EDE	Early departure-excused (less than 2 hours)	Early Departure	Excused	No send
EDU	Early departure-unexcused (less than 2 hours)	Early Departure	Unexcused	No send
ETDY	Tardy-excused (less than 2 hours)	Tardy	Excused	No send
UTDY	Tardy-unexcused (less than 2 hours)	Tardy	Unexcused	No send

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## CUSTODIAL AND NON-CUSTODIAL PARENTS

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Parents are the natural guardians of their children under the law and both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated. Quite often the court awards the custody of the student to one parent who is known as the custodial parent. Sometimes the issue of custody is determined by the parents as part of a written separation agreement which may or may not be a part of a court order.

Custody concerns should be noted on the student's emergency information section in the myMCPS administrative portal. The "[Add a Custody Concern Guide](#)" is located on the myMCPS Administrative Portal page of the MCPS website in the "Enrollment" section.

Both parents still have certain parental rights. The following procedures should provide some clarification.

### **Custodial parent**

- This parent is the legal custodian of the student through court order or written agreement.
- The student lives with this parent and is sent to school in the morning from the home of the custodial parent and is to be returned to this home at the end of the school day.
- Day-to-day communication, correspondence, report cards, and other school-related needs are to be directed to this parent.
- This parent should be notified when the non-custodial parent is seeking school-related information.

### **Non-Custodial parent**

- This parent is a natural parent and maintains certain parental rights, even though a separation/divorce has occurred. (A copy of any court order designating restraints on the non-custodial parent should be filed in student's confidential folder when possible.)
- Unless there is a legally binding document that states the non-custodial parent may not receive school related information, the non-custodial parent is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertains to the student's education and which is routinely sent to or available to the parent who has custody. Requests for this information must be made in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired.
- Courtesies are to be extended and this parent is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the student's educational progress. (Unless forbidden by court order)

- This parent may not take the student home or away from school without the consent of the custodial parent, preferably given in writing. Written consents are to be filed in the student's cumulative folder
- Court orders or agreements granting "reasonable visitation" do not include visitation during the school day and should not be permitted.

### Primary Care Parent

Divorce/separation cases without a formal separation agreement or a court order awarding the student or students to a particular parent (two natural parents). If certain cases such as joint custody present specific and/or unique complications that require assistance, contact the pupil personnel worker

- The pupil personnel worker and the local school principal should determine which of the two parents is providing a home for the student. This parent then becomes identified by the Montgomery County Public School system as being the primary care parent responsible for the general welfare and well-being of the student.
- The student arrives at the school from the home of the primary parent in the morning and is to be returned to this same home at the end of the school day.
- The primary care parent should be contacted prior to release of the student to the non-primary parent to advise the primary care parent of the situation and to obtain any additional information regarding recent court orders and/or injunctions affecting parental rights. Students should not be released during the day except for valid reasons such as medical or dental appointments, court proceedings, etc. Requests for release of the student should be made in writing and maintained in the student's cumulative folder.
- Day-to-day communication, correspondence, report cards, and other school-related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives.

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### BOARD POLICIES AND MCPS REGULATIONS WEBSITE

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All Board Policies and MCPS Regulations are available on the MCPS website. To access the website,

- Go to the MCPS home page at <http://www.montgomeryschoolsmd.org/>
- Search Policy

This will take you to the Policy and Regulation site at

<http://www.montgomeryschoolsmd.org/departments/policy/>

From this site, you can search for policies and regulations by key words or if you know the specific policy or regulation, you can access it through the index.

This website will always have the most current version of all policies and regulations. If you have a hard copy of a policy or regulation, please check the website to make sure it is the most up-to-date version as policies and regulations are subject to change.

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## BOARD POLICIES AND MCPS REGULATIONS REGARDING ENROLLMENT AND RECORDS

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[MCPS Regulation JEA-RB, Enrollment of Students](#)

[MCPS Regulation JEA-RD, Enrollment of Homeless Student](#)

[MCPS Regulation JEA-RC, Enrollment and Placement of International and Foreign Students](#)

[Board of Education Policy JED, Residency, Tuition, and Enrollment](#)

[MCPS Regulation JED-RA, Residency and Tuition](#)

[Board of Education Policy JEE, Student Transfers](#)

[MCPS Regulation JEE-RA, Transfer of Students](#)

[Board of Education Policy JEB, Early Entrance to Prekindergarten, Kindergarten, and First Grade](#)

[MCPS Regulation JEB-RA, Placement, Promotion, Acceleration, and Retention of Students](#)

[MCPS Regulation JOA-RA, Student Records](#)

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## MCPS FORMS WEBSITE

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To access the forms website,

- Go to the MCPS home page at <http://www.montgomeryschoolsmd.org/>
- Search Forms

This will take you to the Forms site at <http://www.montgomeryschoolsmd.org/departments/forms/>.

From this site, you can search for forms by the form number, title, part of the title, or by keywords.

If you have a hard copy of a form, please check the website to make sure it is the most up-to-date version as forms are subject to frequent changes.

A significant number of forms are available on the MCPS website in electronic format in Adobe Acrobat Portable Document Format (PDF) on the Web. All forms are interactive fill-in forms and may be printed as regular documents. This service will continue to expand as forms are developed and updated. Please note that the forms can only be accessed using Acrobat Reader 8.0 or higher.

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## OUTLOOK CONFERENCES FOLDERS

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To access Outlook Conferences Folders,

- Go to Outlook
- Click on Public Folders, All Public Folders, and Conferences
- Click on Employee Association, you will see under Employee Association, Admin. Secretaries, Attendance Secretaries, click on each and then right click and add to favorites.

To access Students Records Managements Folder,

- Under Conferences, click on Management Functions
- Then click on Student Records Management, right click and add to favorites

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## MCPS FORMS INVOLVING ENROLLMENT, WITHDRAWALS, AND RECORDS

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[MCPS Form 560-24, \*New Student Information\*](#)

[MCPS Form 565-1, \*Student Emergency Information \(Yellow Card\)\*](#)

[MCPS Form 335-74, \*Shared Housing Disclosure\*](#)

[MCPS Form 560-34, \*Documentation of Residency Through Home Visit\*](#)

[MCPS Form 334-17, \*Affidavit: Children in Informal Kinship Care\*](#)

[MCPS Form 560-35, Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records](#)

[MCPS Form 335-77, Homeless Status](#)

[MCPS Form 335-77B, Homeless Student Transportation Action Request \(HSTAR\)](#)

[MCPS Form 550-2, Authorization to Request/Release Student Records](#)

[MCPS Form 560-21, Secondary Student Withdrawal/Clearance Form](#)

[MCPS Form 560-20, Elementary Student Withdrawal/Clearance](#)

[MCPS Form 565-4, Student Permanent Withdrawal](#)

[MCPS Form 281-13, Annual Notice for Directory Information and Student Privacy](#)

[MCPS Form 226-7, Student Records Review and Update Verification Certification Statement](#)

[MCPS Form 226-19, Verification of Enrollment](#)

[MCPS Form 336-32, Authorization for Release/Exchange of Confidential Information](#)

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## MCPS HELP DESK

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The Help Desk provides technology support including operational and maintenance services, information and assistance. For immediate assistance or emergencies call 301-517-5800 Monday-Friday, 7 am to 5 pm.

The Help Desk website posts manuals for many of the computer applications used by student record keepers.

To access the Help Desk website:

- Go to the MCPS home page at <http://www.montgomeryschoolsmd.org/>

- Click the “For Staff” tab at the top of the page
- Click the “Resources” tab under the picture
- In the center of the page under “Help and Support”, click “Help Desk”

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## HOMELESS GUIDELINES 240-740-4511

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To access the Homeless Student Enrollment website:

- Go to the MCPS home page at <http://www.montgomeryschoolsmd.org/>
- Click the “Parents” tab at the top of the page
- Click the “Resources” tab under the picture, click “How to Enroll General Information”
- Under Step 2: Identify and contact the school, click “Enrolling homeless students”

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## MSDE

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The Student Services and Strategic Planning Branch (SSSP) of MSDE is responsible for providing leadership and technical assistance to local school systems with the implementation of programs and initiatives to facilitate the emotional, mental, social, and physical health of all students. These programs and initiatives include school counseling and career development, school psychology, pupil personnel, school social work, school health services, safe and drug-free schools, dropout prevention and alternative programs, home instruction, and initiatives to reduce disruption and violence, address at-risk behaviors, and facilitate achievement. The branch works collaboratively with other agencies, community organizations, and stakeholder groups around these initiatives. To access the SSSP website, click the link below:

<http://marylandpublicschools.org/about/pages/dsfss/sssp/index.aspx>

- *The Maryland Student Records System Manual* is produced by the Maryland State Department of Education and incorporated by reference into the Code of Maryland Regulations.

To access the manual,

- Go to <http://archives.marylandpublicschools.org/MSDE/newsroom/publications/docs/MDStudentRecordsSystemManual2016.pdf>
- Go to the MSDE Newsroom website at <http://www.marylandpublicschools.org/about/Pages/OCP/Newsroom/index.aspx>, under General Information, click on Publications, scroll down and click on the manual

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## TEMPLATE LETTERS

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SCHOOL LETTERHEAD

DATE

PARENT/GUARDIAN  
ADDRESS  
ADDRESS

RE: **Student Name**  
Student ID: **XXXXXX**

Dear Mr./Ms.:

This letter is to inform you that **STUDENT NAME is not eligible to continue attending SCHOOL NAME** because it has come to my attention that you do not maintain a bona fide residence within the established attendance area of **SCHOOL NAME**. According to Montgomery County Public Schools (MCPS) Regulation JEA-RB, *Enrollment of Students*, bona fide residence is one's principal residence, maintained in good faith, and does not include a residence established for convenience or for the purpose of free school attendance in MCPS. School staff has made numerous attempts to document your residency at **X ADDRESS**. **PROVIDE A SUMMARY OF THE EFFORTS MADE WHICH SHOULD INCLUDE A HOME VISIT TO THE ADDRESS.**

Because we are unable to document your residency within our school established attendance area, your student will be withdrawn from **SCHOOL** on **DATE (AT LEAST TWO WEEKS FROM DATE OF LETTER)**.

You may appeal the decision to withdraw your student from **SCHOOL**, in accordance with the procedures outlined in KLA-RA, *Responding to Inquiries and Complaints from the Public*. For further information on the appeal process, please contact the MCPS Appeals/Transfers team at 240-314-4880.

Sincerely,

Principal

Copy to:  
File  
Appeals/Transfers Team  
International Admissions and Enrollment

SCHOOL LETTERHEAD

DATE

PARENT/GUARDIAN  
ADDRESS  
ADDRESS

RE: **Student Name**  
Student ID: **XXXXXX**

Dear **Mr./Ms.:**

You have informed me that your family has moved out of Montgomery County as of DATE. Because this move has taken place during the fourth quarter of the school year, Montgomery County Public Schools (MCPS) will permit STUDENT NAME to remain enrolled at **SCHOOL** until the end of the current school year. Once the school year is completed, you must withdraw **STUDENT NAME** from MCPS.

I wish your student a successful completion of the school year.

Sincerely,

Principal

Copy to:  
File  
International Admissions and Enrollment