QUICK GUIDE TO ENROLLMENT

Welcome to Montgomery County Public Schools (MCPS). School assignment is based on home address. If you do not know what school your child should attend, please call the Long-range Planning Office at 240-314-4710. If the student is not a U.S. citizen and has not attended a U.S. school any time during the prior two years, please contact School Counseling, Residency and International Admissions (SCRIA) at 301-230-0686 to begin the enrollment process.

All students (new or reentering MCPS) must provide verification of age, identity, residency, and immunizations, unless homeless.

Age—5–21
✦ Children age 5 by September 1, and not age 21 on the first day of school are eligible for enrollment

Identity—Person Enrolling Student Must Present
✦ Legal identification AND
✦ Proof of relationship to student
✦ Anyone other than parent or legal guardian must consult with school staff to determine the appropriate form and documentation required for enrollment.

Residency—in Montgomery County
✦ If homeowner, provide copy of current property tax bill. A copy can be obtained from Montgomery County Division of Treasury at 240-777-8950 or at montgomerycountymd.gov, OR
✦ If renter, provide copy of current (less than 1 year old) lease. If lease is more than 1 year old, copy of lease and a current utility bill, OR
✦ If living in shared housing, provide notarized MCPS Form 335-74: Shared Housing Disclosure and either a copy of the current property tax bill of homeowner or copy of lease of renter with whom student and parent are living and three other appropriate supporting documents.
✦ Anyone who is not a resident of Montgomery County must complete MCPS Form 335-73: Determination of Residency and Tuition Status and contact SCRIA at 301-230-0686.
✦ If homeless, please refer to MCPS brochure Homeless Children in Montgomery County Public Schools.

Immunizations—Full Compliance
✦ Maryland Immunization Certificate 896, OR
✦ Computer-generated printout from doctor’s office
Examples of Acceptable Verification Documentation

AGE
Birth certificate
Passport/Visa
Hospital certificate
Physician’s certificate
Church certificate
Parent’s notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth)
Other legal or notarized identification

Identity of Person Enrolling Student and Relationship to Student
Photo ID
Driver’s license
Passport
Permanent resident alien card
Naturalization papers
Birth certificate
Court order
Separation or divorce decree
Parent’s notarized affidavit
(sworn notarized statement attesting to the relationship)

Residency
Supporting documents must be in the name of parent/guardian at address shown on MCPS Form 335-74: Shared Housing Disclosure Form
W-2
Current pay stub
Income tax form
Two consecutive bank statements
Medical bills
Car registration
Car insurance policy/bill
Current utility bill
Current phone bill
Voter registration card
USCIS application
Government or official correspondence at residential address

PHONE NUMBERS
Long-range Planning Office ......................... 240-314-4710
School Counseling, Residency and International Admissions ...................... 301-230-0686