



## **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 240-314-4700 or check their website at [www.montgomeryschoolsmd.org/departments/planning](http://www.montgomeryschoolsmd.org/departments/planning) and click on “Find Your School.”

Students age 7 or older by September 1 who have not attended a U.S. school anytime during the prior two years should contact MCPS International Admissions and Enrollment (IAE) at 301-230-0686 to begin the enrollment process.

All parents/guardians enrolling students (new or reentering MCPS) must provide verification of student’s age, student identity, parent/guardian identity, residency, and immunizations, unless homeless.

### **Age—5–21**

- Children who are at least five years old by September 1, and not older than 21 on the first day of the current school year, are eligible for enrollment.

### **Identity—Person Enrolling Student Must Present**

- Legal identification AND
- Proof of relationship to student

### **Residency—In Montgomery County**

- 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
- 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/guardian are living and three appropriate supporting documents. MCPS Form 335-74, *Shared Housing Disclosure*, may count as one of the three supporting documents.
- Anyone who is not a resident of Montgomery County who would like to request to enroll a non-resident student in MCPS should contact IAE at 301-230-0686.
- If homeless, please refer to [Enrollment Information/Homeless Children web page](#).

### **Immunizations—Full Compliance**

- Maryland Immunization Certificate 896, OR
- Computer-generated printout from doctor’s office

## **Examples of Acceptable Verification Documentation**

### **Age (Evidence of Birth)**

- Birth certificate
- Passport/Visa
- Physician's certificate
- Baptismal or Church Certification
- Hospital certificate
- Parent's notarized affidavit  
(sworn notarized statement attesting to the accuracy of the date of birth)
- Birth registration
- Other legal or notarized identification

### **Identity of Person Enrolling Student and Relationship to Student (Proof of Custody/Guardianship)**

- 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
- Bank statement
- Medical bills
- Car registration
- Car insurance policy/bill
- Current utility bill
- Voter registration card
- Government or official correspondence at residential address

### **Phone Numbers and Websites**

- Long-range Planning Office .....240-314-4700  
[www.montgomeryschools.org/departments/planning](http://www.montgomeryschools.org/departments/planning)
- International Admissions and Enrollment (IAE) .....301-230-0686  
[www.montgomeryschoolsmd.org/info/enroll](http://www.montgomeryschoolsmd.org/info/enroll)
- MCPS Homeless Liaison.....301-279-3322