

NORTHWEST HIGH SCHOOL

Counseling Services Office

13504 Richter Farm Road • Germantown, Maryland 20874
301-601-4642 • Fax 301-601-4645

STUDENT NAME: _____

DATE: _____

PREVIOUS SCHOOL: _____

GRADE: _____

_____ Enrollment Appointment is scheduled for: _____

_____ Please call the office to schedule an enrollment appointment – 301-601-4642

DOCUMENTS REQUIRED FOR ENROLLMENT AT NORTHWEST HIGH SCHOOL

PROOF OF RESIDENCY

Homeowner:

- Current Property Tax bill (if new residence, copy of settlement papers are acceptable)

Renter:

- Lease less than 1 year old: Copy of current lease
- Lease is more than 1 year old: Copy of lease and a current utility bill
- Lease is for a period of less than one year: Copy of lease, current utility bill and additional documentation such as employer letter, military housing orders or other information confirming reason for short term lease.

Shared Housing:

- Completed and notarized MCPS Form 335-74, Shared Housing Disclosure Form
- Copy of current property tax bill of homeowner or rental lease of renter with whom the student and parent are living
- Supporting documents for shared housing must be in the name of parent/guardian at the address shown on the Shared Housing Disclosure. Examples of acceptable supporting documents are W-2, current pay stub, income tax return, two consecutive bank statements, medical bills, car registration, car insurance policy/bill, current utility bill, current phone bill, voter registration card, INS application, government or official correspondence at residential address. **Three documents are needed**

ADDITIONAL INFORMATION REQUIRED

- Parent Identification (Driver's License or Photo ID)
- Student Birth Certificate or Passport
- Social Security Number
- Copy of IEP or 504 Plan (if applicable)
- Up-to-Date Immunization
(3 DPT, 3 Polio, 2 Measles, 2 Rubella, 2 Mumps
3 Hepatitis B and 1 Varicella)
- Unofficial Transcript
(Indicating high school courses taken for credit – Grades 9-12 or 8th grade report card)
- Clearance / Withdrawal from last school attended (If entering after the 1st day of the new school year)
- Current Class Schedule (If entering after 1st day of the new school year)

ADDITIONAL FORMS REQUIRED

- New Student Enrollment Form
(MCPS Form 560-24)
- Emergency Information Cards
(MCPS Form 565-1)
- Authorization to Release Records Form
(MCPS Form 550-2)
- Race and Ethnicity Identification Form
(MCPS Form 560-57)
- Authorization for Release of Student

Required Enrollment forms are available on the Northwest website
www.NorthwestHS.net Click on the Counseling Office page.

NOTE: Students not living with parents or court appointed guardian must go through the Residency Office before enrolling at Northwest High School. Please call 301-230-0686 for an appointment and documentation required.

RESIDENCY COMPLIANCE COMMITTEE

- Approved for Enrollment at Northwest
- Approved COSA