



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 Division of Capital Planning at 240-314-4710 or check their website at 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 240-740-4500 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, 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 240-740-4500.
- 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

- Division of Capital Planning.240-314-4710
www.montgomeryschools.org/departments/planning
- International Admissions and Enrollment (IAE)240-740-4500
www.montgomeryschoolsmd.org/info/enroll
- MCPS Homeless Liaison.240-740-4511