

REGISTRATION PROCEDURES

From MCPS:

Proof of Residency: (Copy of your current property Tax Bill, Lease/Rental Agreement or Shared Housing**)

Verification of Parent/Guardianship

Withdraw/Clearance Form 560-21 from previous MCPS School with current grades and last report card

Immunization Records

New Student Information Form 560-24

Student Emergency Information – Form 565-1

Parent/Child Reunification Form 236-1

Grade Level Registration Form

From Out of State, In State Private or Public (Other than MCPS):

Proof of Residency: (Copy of your current property Tax Bill, Lease/Rental Agreement or Shared Housing**)

Verification of Parent/Guardianship

Verification of Date of Birth

Immunization Records

New Student Information Form 560-24

Student Emergency Information – Form 565-1

Parent/Child Reunification Form 236-1

Grade Level Registration Form

From Out of Country:

If your child has not attended school in the United States during the previous 2 years, you must first visit the International Admissions Office, regardless if the student is a citizen of the US or not.

Proof of Residency: (Copy of your current property tax bill, Lease/Rental Agreement or Shared Housing**)

Verification of Parent/Guardianship

Verification of Date of Birth

Immunization Records

New Student Information Form 560-24

Student Emergency Information – Form 565-1

Parent/Child Reunification Form 236-1

Grade Level Registration Form

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Verification of Date of Birth:

Documents below are listed in order of preference. Official documents issued by governmental entities located in the United States of America should be used in place of documents issued by entities outside of the United States of America whenever possible.

- Birth certificate, Passport/visa, Physician's certificate, Church certificate, Hospital certificate, Parent's affidavit, Birth Registration, Other legal or notarized identification

Verification of Parent/Guardianship:

Person enrolling student must present legal identification and proof of relationship to student. Anyone other than parent or legal guardian must complete MCPS Form 335-73, "Determination of Residency and Tuition Status" and contact Residency and International Admissions at 301-230-0686.

- Photo ID, Driver's license, Passport, Permanent resident alien card, Naturalization papers, Birth certificate, Court order, Separation or divorce decree

Proof of Residency:

Homeowners: A copy of a current property tax bill, or if the property was recently bought, a copy of the Closing Disclosure.

Renters: If renter, a copy of a current lease. If the original term of the lease has expired, a copy of a current utility bill, or a lease extension should be provided.

****Shared Housing:** If parent/guardian/eligible student seeks to enroll on the basis of 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](#) (available at all schools) must be completed, and provide, as appropriate, evidence of residency. For homeowner, an acceptable document is a current tax bill, for renter, an acceptable document is a current lease. If the original term of the lease has expired, a copy of a current utility bill, or a lease extension should be provided. Sign and have notarized the affidavit on [MCPS Form 335-74](#); and provide **three documents** to demonstrate that the parent/guardian or eligible student is living at the address. The completed, signed, and notarized [MCPS Form 335-74](#) may be counted as one of the three required proofs of address.

Supporting documents for shared housing must be in the name of parent/guardian at the address shown on [MCPS Form 335-74: 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.

Immunizations:

- Maryland Immunization Certificate 896, or
- Computer generated printout from doctor's office

*****Please see attached immunization requirements**