

WESTLAND MIDDLE SCHOOL: Enrollment Information

- **If you meet the criteria below, please call Westland MS at (301) 320-6525 to schedule an enrollment appointment:**
 - **DIRECT ENROLLMENT by parent or guardian**
 - Parent/guardian is documented resident of Montgomery County (divorced parent with custody or separated parent with whom child regularly lives)
 - Homeless
 - Maryland Kinship Care
 - Maryland state-supervised,
 - non-citizen enrolled at US school within past 2 years
 - U.S. citizen enrolled in Dept. of Defense or American school in foreign country
 - Living with individual who has been given legal guardianship or custody
 - **Documentation/Paperwork Required for Enrollment:**
 - Student's birth certificate
 - Name-change documentation if name differs from birth certificate.
 - Parent photo I.D.
 - Current Lease, settlement papers or tax bill. If lease is more than 1 year, a current utility bill required. If parent name is not on the lease or current tax bill, must provide notarized MCPS Shared Housing Form 335-74 if living with relatives/others, and three pieces of mail.
 - Current Immunization Record
 - In cases of separation or divorce with custody issues, a copy of the following pages of separation or divorce settlement papers: 1) page stating names of parties, 2) page stating custody arrangement, 3) page stating how educational decisions will be made, and 4) page with signatures & date.
 - School Records: current schedule if available, current report card
 - confidential materials
 - Authorization to request records, if needed
 - Additional MCPS enrollment forms to complete: New Student Form, Student Emergency Form, Race & Ethnicity Form and Health Inventory
- **If you meet the criteria below, please call International Admissions at (301) 230-0686 to schedule an enrollment appointment:**
 - **INTERNATIONAL ADMISSIONS OFFICE ENROLLMENTS**
 - International student who has not attended U.S. school anytime in last 2 years
 - U.S. citizen living abroad who has not attended U.S. school, Dept. of Defense school or American foreign school at any time in last 2 years.
 - Exchange student
 - **Documentation/Paperwork Required for Enrollment:**
 - Contact International Admissions Office for a list of required paperwork
- **If you meet the criteria below, please call the Residency Office at (301) 230-0686 to schedule an enrollment appointment:**
 - **RESIDENCY OFFICE REFERRALS**
 - Student living in Montgomery County with friends/relatives who are not parents and don't have legal custody;
 - Emancipated or self-supporting students 18 years or older ;
 - New to Montgomery County with pending sales contract to purchase home;
 - Non-Maryland state supervised care.
 - **Documentation/Paperwork Required for Enrollment:**
 - Contact Residency Office for a list of required paperwork