

Montgomery County Public Schools

**Student
Record Keeper
Manual**

Office of Shared Accountability
Updated July 2017

TABLE OF CONTENTS

Enrollment

Direct Enrollment	E1
Referrals to (International Admissions and Enrollment (IAE)	E2-3
Information Needed to Enroll:	
Student Name	E4
Birthdate and Evidence of Birth.....	E4-5
Social Security Number	E5
Race/Ethnicity	E5
Kindergarten Enrollment, MSDE Requirement of Prekindergarten Experience Form	E6
J-1/F-1 Nonimmigrant VISA Status.....	E2
Documentation of Residency	E6-7
Shared Housing	E7
Home Visit	E7
Parent/Guardian.....	E7
Adult Responsible for Student	E7
Immunizations	E8
Homeless Children and Unaccompanied Homeless Youth.....	E8-9
Maryland Informal Kinship Care	E9-10
Maryland State-Supervised Care.....	E10-11
Tuition-Paying Students	E11-12
Tuition Waiver Students.....	E12
Students Receiving Special Services	
Preschool Age	E12-13
Students Attending Private/Parochial School	E13
Transfer from State Institutions.....	E13
Prekindergarten and Head Start Programs	E13
Preschool Education Program (PEP)	E13
Next Year's School Assignment	E14-15
Home Instruction.....	E15
Change of School Assignment	E15
Request to Withhold Directory Information	E16
One Day Enrollments	E16
Other Information	
Quick Guide to Enrollment	E16

TABLE OF CONTENTS

OASIS Enrollment Quick Reference Guide.....	E16
OASIS Emergency Card Quick Reference Guide.....	E16
All Other OASIS Quick Guides	E16
Entry Codes	E17
Associated Entry and Withdrawal Codes.....	E18-19

Withdrawals

Documentation of Withdrawal.....	W1
Date of Withdrawal	W1-2
Summer Withdrawals	W2
September Withdrawals	W2
Guidelines for Processing Summer and September Withdrawals	W2-3
Automatic Withdrawals	W3
Maryland Student Exit Records (SR7).....	W3
Financial Obligation Clearance	W3
Dropping Out (Student Termination of formal education).....	W4
Extended Absences	
Incarceration/Juvenile Service Facility	W4-5
Short Term Instructional Program (Interim Instructional Services).....	W5
Parental Removal.....	W5
Special Education Over 18 Years Old.....	W5-6
Withdrawal Codes	W6-9
Students Leaving the Country for More Than 15 Consecutive School Days	W6

Student Records [MCPS Regulation JOA-RA, Student Records](#)

Creating Student Record Files	
Cumulative Folder.....	R1
Confidential Folder	R2
Health Folder.....	R2
Maintaining Student Records	R2-3
Information Not to be Included in a Student's Records	R3
Request to Remove or Correct Information	R3
Record Keeping Procedures	R4

TABLE OF CONTENTS

Release of Records	
Timeline for Sending Records	R4-5
Special Circumstances.....	R5
Retention of Student.....	R6
Quick Guide to Transferring Records to Other Schools	R6
Release of Directory Information	R6-7
Subpoenaed Records.....	R7-9
Record Retention	
Withdrawn Student	R9
Graduates.....	R9
Quick Guide to Sending Records to Central Records.....	R10

Attendance

Recording Student Attendance	
Students Scheduled for a Full Day	A1
Students Scheduled for a Partial Day	A1
Out-of-School or In-School Suspensions, In-School Interventions.....	A1-2
Pregnancy and Parenting Needs	A2
Absence/Tardy Chart.....	A2
Daily Absence Codes.....	A3-4
Period-by-Period Absence Codes	A5

Appendix with Resources

Custodial and Non-Custodial Parents	AR1-2
Primary Care Parent.....	AR2
Board Policies and MCPS Regulations Website	AR2
Board Policies and MCPS Regulations Regarding Enrollment and Records	AR3
MCPS Forms Website.....	AR3-4
Outlook Conferences Folders.....	AR4

TABLE OF CONTENTS

MCPS Forms Involving Enrollment, Withdrawals, and Records.....	AR4-5
MCPS Help Desk.....	AR5
Homeless Guidelines	AR5
MSDE Publications.....	AR6

OVERVIEW

All students living in Montgomery County, who are at least five years old by September 1, and not older than age 21 on the first day of the current school year, are eligible for enrollment.

Students age 7 or older by September 1, who have not attended a U.S. school anytime during the prior two years should contact the 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.

All required enrollment documents must be submitted prior to enrollment at all school levels.

DIRECT ENROLLMENT

SEE [MCPS REGULATION JEA-RB, ENROLLMENT OF STUDENTS](#), AND [MCPS FORM 560-24B, QUICK GUIDE TO ENROLLMENT](#)

Schools can directly [enroll](#) a student under any one (1) of the following circumstances:

- Parent/guardian is a bona fide resident of Montgomery County. If parents live apart, the bona fide residence is that of:
 - Parent/guardian with legal custody.
- OR
- If custody is not awarded, parent/guardian with whom the student regularly lives.
- Eligible Student (has reached age of majority (18) or is legally emancipated by a court) and is a bona fide resident of Montgomery County.
- [Homelessness](#) (page E-7).
- [Maryland Informal Kinship Care](#) (page E-8)
- [Maryland state-supervised care](#) (page E-9) i.e. foster care, group home, and other placements.
- Enrolled in a U.S. school at any time during the prior two years.
- Enrolled in a U.S. Department of Defense Education Activity or an accredited American International school in a foreign country.
- Living with a court appointed custodian.
- Family is new to Montgomery County and has a pending contract for the purchase or lease of a home within 30 days of enrollment. Requires proof of residence within 30 days.

**REFERRALS TO INTERNATIONAL ADMISSIONS AND ENROLLMENT (IAE)
FORMERLY SCRIA 301-230-0686**

***STUDENTS AGE 7 OR OLDER WHO HAVE NOT ATTENDED A U.S. SCHOOL
ANYTIME DURING THE PRIOR TWO YEARS***

IAE determines eligibility for school admissions for students age 7 or older who have not attended a U.S. school anytime during the prior two years. (Schools run by the U.S. Department of Defense Education Activity and accredited American International Schools in foreign countries are considered U.S. schools.)

J-1/F-1 VISAS

Students with J-1 or F-1 nonimmigrant visas should start their enrollment process at IAE.

J-1 visa is a nonimmigrant visa category for temporary stay in the U.S. Student status should be confirmed and indicated for secondary school students enrolled under an approved exchange visitor program.

F-1 visa is a nonimmigrant visa category for temporary stay in the U.S. and is indicated for foreign secondary school students who have been granted permission to enroll through the I-20 application process and are paying non-resident tuition.

RESIDENCY

If a family has difficulty providing the necessary residency documentation in a timely manner, pupil personnel workers should be contacted to assist with determining residency.

Referrals regarding residency compliance questions should be made to IAE if none of the direct enrollment circumstances apply, and one (1) of the following circumstances exists:

- Students (younger than age 18) who are residing in Montgomery County without parents/guardians or court appointed custodians. Students living with court appointed guardians should be referred to the residency specialist.
- Students living with parents/guardians and awaiting completion of permanent housing within 60 days.
- Students placed in Montgomery County (e.g. foster, group home) by an out-of-state juvenile or social services agency.
- Nonresidents of Montgomery County seeking to enroll a student in MCPS.

TECHNICAL ASSISTANCE FOR INTERPRETATION OF FOREIGN SCHOOL DOCUMENTS AND EDUCATION RECORDS

IAE also provides technical assistance to MCPS staff related to interpretation of foreign school documentation and educational records.

HOMELESS STUDENTS AND UNACCOMPANIED HOMELESS YOUTH

The MCPS Homeless Liaison in IAE will provide assistance to families and schools to enroll homeless students, and unaccompanied homeless youth. The goal is to maintain a stable educational environment by minimizing the effect of mobility and to ensure academic success. (see page E-7)

INFORMATION NEEDED TO ENROLL

The enrollment process begins with completion of [MCPS Form 560-24, New Student Information](#), [MCPS Form 565-1, Student Emergency Information](#), and [MCPS Form 335-41, Home Language Survey \(see below\)](#). Form 560-24 captures enrollment information to be entered into OASIS and onto the student’s permanent student record card, MCPS Form SR-1, *Personal Data*. All 3 forms are available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic from the MCPS website.

HOME LANGUAGE SURVEY

Starting July 1, 2017, all new students who enroll must fill out [MCPS Form 335-41, Home Language Survey](#). This survey will determine if the student should take the English language proficiency (ELP) screening test.

Summary of Home Language Survey Actions for All Newly Enrolling Prekindergarten–Grade 12 Students			
Results of Home Language Survey	ESOL Screening Status	File Signed Home Language Survey in Cumulative Record?	File Signed Home Language Survey in the ESOL Folder?
English is the only language indicated	Do not administer the ELP screening test	Yes	No
A language other than or in addition to English is indicated on two or more of the three questions	Administer the ELP screening test. Results indicate that student does not qualify for ESOL.	Yes	No
	Administer the ELP screening test. Results indicate that the student qualifies for ESOL.	Yes	Yes

STUDENT NAME

The Maryland Student Records System Manual requires MCPS to enroll a student using the legal name as recorded on the birth certificate, court order, or other legally binding document. If there is a conflict between the birth certificate and other document, use the name on the birth certificate. MCPS Form 560-24, *New Student Enrollment*, provides a section to capture the student's "preferred name" which should be entered into OASIS.

Official documents issued by governmental entities located in the U.S. should be used in place of documents issued by entities outside of the U.S. In the rare circumstance that a birth certificate or other legal document is not available, [MCPS Form 560-24A, Parent Affidavit \(for Evidence of Birth\)](#) may be used. (available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic)

A student's permanent record should be changed to reflect a change in legal name or gender designation upon receipt of documentation that such legal name and/or gender designation have been changed pursuant to a court order, birth certificate demonstrating the student's new name, documentation from a licensed health care provider, or through state or federally issued identification. A social security card may be used as proof of name change. A social security card may not be used as proof of gender change because there is no gender marker on the card itself.

The school should provide a means to protect the student's previous identity once a legal name or gender change has occurred and store the prior records where they are not easily accessible to staff who have no need to see them. Contact the MCPS Records Unit at 301-320-7301 for more information.

BIRTHDATE AND EVIDENCE OF BIRTH

Children who are at least 5 years old by September 1 of the school year in which the student seeks to enroll in kindergarten, and not older than age 21 on the first day of the current school, are eligible for enrollment in MCPS. Students must be at least 6 years of age or older on September 1 of the school year in which the student seeks to enroll in first grade. Students, whose birthdates are within 6 weeks of September 1, may seek admission by waiver. (See [MCPS Age and Attendance Requirements](#))

The following are acceptable as proof of age (evidence of birth) and must be presented at the time of enrollment and noted on the student's SR-1 card; a copy must be maintained in the student's cumulative folder: (documents are listed in order of preference)

- Birth certificate
- Passport/visa
- Physician's certificate
- Baptismal or Church Certification
- Hospital certificate

- Parent’s notarized affidavit (MCPS Form 560-24A)
- Birth Registration
- Other legal or notarized identification

SOCIAL SECURITY NUMBER

Staff should request a student’s social security number. However, enrollment cannot be denied if the parent/guardian does not have or refuses to give their child’s social security number. A copy of the student’s social security card is preferred but not required.

RACE/ETHNICITY

MCPS is required by the federal government to report the racial/ethnic group of our students using the two part question and five categories below: (these questions are on MCPS Form 560-24)

Part 1: Ethnicity Designation

Directions: Read the definition below and check the box that indicates this student’s heritage.

Is this student Hispanic or Latino? (Select one answer.)

Persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race, are considered **Hispanic** or **Latino**.

- Yes
- No

Part 2: Race Designation

Directions: Read the descriptions below and check the box that indicate this student’s race. You must select at least one race, regardless of ethnicity designation. More than one response can be selected.

Indicate this student’s race. (Select all that apply.)

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

KINDERGARTEN ENROLLMENT

In addition to the forms noted in this chapter that are required for enrollment in MCPS, during each kindergarten roundup, [MCPS Form 345-17, Maryland State Department of Education Prekindergarten Experience](#) (available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic) must be completed and collected from each student and schools must enter the information in the MSDE Pre-K Experience module in OASIS by the beginning of the students' Kindergarten year. This module is located in [OASIS](#) under the "Assessments" tab. Access to the module may be attained by having the school principal contact the Help Desk at 301-517-5800 or via email.

RESIDENCY

(SEE [MCPS REGULATION JED-RA, RESIDENCY AND TUITION](#))

Proof of residency must be presented at the time of enrollment for all new and reentering students except for homeless children or unaccompanied homeless youth (See page E-7). Proof of residency should be kept in the students' cumulative folder. If records are transferred out of MCPS, keep a copy of the proof of residency. Proof of residency should be collected and kept any time a family moves.

All enrollment documents must be provided prior to enrollment at all school levels. While it is our goal to assist families and enroll students as expeditiously as possible, it also is very important to obtain all documents at the time of enrollment. **If a family has difficulty providing the necessary residency documentation in a timely manner, pupil personnel workers should be contacted to assist with determining residency.**

Homeowner

- *Existing House*
 - Current Property Tax bill. Property tax bills can be accessed at the Montgomery County Department of Finance website at [Montgomery County, MD Real Property Tax](#), search by street address.
- *New House*
 - If the house has *just* been purchased, a copy of settlement papers with financial information marked out, may be used in lieu of current property tax bill.

Renter

- *Lease less than 1 year old*
 - Copy of the current lease.
- *Lease is more than 1 year old*
 - Copy of lease and a current utility bill.

Shared Housing

- Completed and notarized [MCPS Form 335-74, Shared Housing Disclosure](#) (available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic).
- Copy of current property tax bill of homeowner or rental lease of renter with whom student and parent/guardian are living.
- Three additional documents that demonstrate the parents/guardians are living at the address. Examples of such documents are W-2, current pay stub, income tax return, bank statement, medical bills, car registration, car insurance, current utility bill, voter registration card, INS application, government or official correspondence at shared housing address, etc.
 - The signed and notarized Shared Housing Disclosure may count as one (1) of the three (3) required documents.

Home Visit

In those instances that families are unable to provide any of the above documentation, a home visit by the school's Pupil Personnel Worker may be used to document residency. [MCPS Form 560-34, Documentation of Residence Through Home Visit](#) should be completed and included in the student's cumulative folder.

PARENT/GUARDIAN

Person enrolling student must present legal identification and proof of relationship to student.

- Legal identification includes but is not limited to:
 - Photo ID, driver's license, passport, permanent resident alien card, naturalization papers.
- Proof of relationship includes but is not limited to:
 - Birth certificate, court order, separation decree

ADULT RESPONSIBLE FOR STUDENT

Under certain circumstances (such as state-supervised care, informal kinship care, family crisis, homeless child, unaccompanied homeless youth) a student may live with an adult other than a parent or guardian. The name of the adult responsible for the student, the address at which the student resides with the adult, and the relationship of the adult to the student should be provided and included on OASIS.

IMMUNIZATIONS 240-777-1550 (SCHOOL HEALTH SERVICES)

Proper documentation of required immunizations must be obtained before enrolling a student (unless homeless or unaccompanied homeless youth).

- [Maryland Immunization Certificate 896.](#)
- Or
- Computer generated printout from doctor's office.

If a parent/guardian does not provide documentation of required immunizations *but* presents evidence of an appointment within 20 calendar days of the date of enrollment, the student may be enrolled. However, if the documentation is not provided immediately following the scheduled date, the student must be excluded from school and marked absent. Excluded students should be recorded with an excused absence and reported as a health-related exclusion, code 001, on the Student Suspensions application on OASIS. Students can resume attendance when proof of immunization is received. The only recognized exception to State immunizations requirements in Annotated Code of Maryland, Education, Section 7-403, is parental objections based on the parents or guardians bona fide religious beliefs and practices, unless the Secretary of Health and Mental Hygiene declares an emergency or an epidemic of disease.

MCPS record keepers are responsible for receiving and reviewing a student's immunization record to ensure that the student is fully immunized. During the school year, the DHHS School Health Room Technician or School Nurse is available as a resource if you have any questions about a student's immunization record. During the summer, the DHHS School Health Services is available by telephone at 240-777-1550 to respond to questions about immunization compliance. School Health Services personnel are responsible for a final review of the immunization record. They will provide a final review and sign off on the immunization records of all new enrollees.

**HOMELESS CHILDREN AND UNACCOMPANIED HOMELESS YOUTH
301-279-3322 (MCPS HOMELESS LIAISON)**

If the "Homeless" box is checked on [MCPS Form 560-24, New Student Information](#), the student must be enrolled immediately even if school, immunization, or other records/documents required for enrollment are unavailable. Use [MCPS Form 335-77, Homeless Status](#).

Definition of Homeless

Homeless students lack a fixed, regular, and adequate nighttime residence, whether or not the temporary housing is located in Montgomery County, and who are otherwise eligible for educational services from MCPS.

The following condition(s) can describes the homeless student's living situation as a result of being homeless.

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative, adequate accommodations;
 - Living in an emergency shelter or transitional housing (time limited housing programs which provide supportive services);
 - Abandoned in a hospital;
 - Runaway living in shelters or other inadequate accommodations; *or*
 - Awaiting foster care placement.
-
- The student has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
 - The student is living in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting
 - The student is migratory as defined under federal law who qualify as homeless because they are living in circumstances described above.

Unaccompanied Homeless Youth (a student who is homeless may not be able to reside with a parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.).

Procedures

Students enrolling as homeless or currently enrolled students who become homeless, have options for school selection. The decision about the school in which to enroll the student should be made at a best interest determination meeting with the parent/guardian/caregiver/unaccompanied youth. MCPS Form 335-77, Homeless Status Form should be completed. . If transportation is required, complete the *Transportation Request* form on OASIS.

MCPS Form 335-77, Homeless Status Form must be completed prior to each school year.

For specific questions contact the MCPS Homeless Liaison at 301-279-3322. For complete information regarding homeless children and youth, refer to the [Homeless Children](#) website.

MARYLAND INFORMAL KINSHIP CARE

Maryland Informal Kinship care applies to a child who:

- Is a resident of Maryland.
- AND
- Is living with a relative in Montgomery County due to a specific serious family hardship.

The relative caring for the student must verify the informal kinship care relationship through a sworn affidavit and must provide specific proof of the hardship.

Relative

- Adult related to the child by marriage or blood within the fifth degree of consanguinity.

Serious Family Hardships/Supporting Documentation

- Death of parent/legal guardian: copy of death certificate or other proof
- Drug addiction of parent/legal guardian: documentation from treatment provider or parent, or other proof
- Abandonment by parent/legal guardian: notarized statements from all legal guardians, or documentation from court, social services, or other proof
- Serious illness of parent/legal guardian: copy of doctor’s report, note, or other proof
- Incarceration of parent/legal guardian: documentation from legal system, detention center, or other proof
- Assignment of parent/legal guardian to active military duty: copy of military orders or other proof

Procedures

The relative enrolling a child in informal kinship care should complete:

- [MCPS Form 334-17, Affidavit: Children in Informal Kinship Care](#)

Note: This form is available in English, Spanish, French, Chinese, Vietnamese, Korean, and Amharic.

The signed affidavit must be submitted prior to each school year, along with current supporting documentation of the hardship.

MARYLAND STATE-SUPERVISED CARE 301-279-3225 (OFFICE OF STUDENT AND FAMILY SUPPORT AND ENGAGEMENT)

Maryland state-supervised care applies to a child who is in the custody, committed to, or placed by an agency in foster care, a group home or other residential setting. Maryland law requires prompt enrollment, placement, provision of services, and transfer of records.

Procedures

The adult enrolling the student should complete [MCPS Form 560-35, Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records](#) and provide the following on a yearly basis:

- Student Information

- Name
- Name and district of last school attended
- Prior services (IEP or 504 Plan)
- Placement Agency Information
 - Name of agency with court order
 - ◆ Department of Social Services (DSS)
 - ◆ Department of Juvenile Services (DJS)
 - ◆ Department of Health and Mental Hygiene (DHMH)
 - ◆ Private agency licensed by the Social Services Administration (SSA)
 - Name and phone number of Social Worker/Case Manager at placing agency
- Placement Residence Information
 - Court order placing the child in state-supervised care
 - State or agency letter placing the child in the residential setting (e.g. foster home, group home, etc.)
 - Current license for the residential setting
 - Counselor/case worker at residential setting
- Parent/Guardian Information
 - Name and address of parent/guardian

Transfer of Records

When enrolling a student in state-supervised care, within 2 days:

- Contact the school where the child is currently or last enrolled.
- Request, in writing, the student's records.
- Provide a copy of the request for records to the adult acting on behalf of the child.
- Document contacts with sending school.

When withdrawing a student in state-supervised care:

- Immediately contact the receiving school and provide the student's grade and IEP or 504 Plan status.
- Within 3 days, send the student's records to the receiving school.
- Document contacts with receiving school.

TUITION-PAYING STUDENTS 301-279-3766 (INTERNATIONAL ADMISSIONS AND ENROLLMENT AND DIVISION OF CONTROLLER)

A nonresident student cannot be directly enrolled by school-based staff on a tuition-pay basis.

Procedures

- MCPS Form 335-73A, *Request to Enroll Nonresident Student* is submitted to the residency specialist in International Admissions and Enrollment (IAE) to initiate a request. Decisions are based on factors such as building utilization as well as potential school options and available space at the child's grade level.

ENROLLMENT

- Prior to a decision, the residency specialist will consult with the Supervisor for the Chief Financial Officer, and contact the requested school's principal.

The residency specialist indicates on MCPS Form 335-73A whether the request has been approved or denied and issues a letter approving or denying the request. The Division of the Controller and the approved or denied school are copied on the letter.

- The approval from the residency specialist remains valid for enrollment in the approved school only. All changes, including change of level (elementary, middle, high school) must be re-submitted as a new request to the residency specialist.
- The parent/guardian is responsible for providing the Division of Controller Office with a copy of the approval form, whereupon a financial agreement must be signed and a tuition payment plan established. A receipt will be issued for the tuition amount paid.
- Once the tuition receipt has been obtained and provided to the principal/designee, student can be enrolled.
- The residency specialist sends a letter to approved tuition paying families at the beginning of each July with the new tuition rate for upcoming school year and a reminder to pay tuition by August 1st.
- Lack of adherence to MCPS policies and regulations, and/or failure to make tuition payments may be cause for withdrawal of the student.

TUITION WAIVER STUDENTS 301-230-0686 (IAE)

The residency specialist in IAE receives requests for tuition waivers for non-resident students to attend MCPS. The residency specialist reviews all such requests weekly with the Crisis Consideration Team (CCT) in the International Admissions and Enrollment (IAE). Once the CCT makes a decision, the residency specialist issues an approval or denial letter to the resident and copies the school, and, when applicable the Appeals/Transfer team. The CCT determines the length of the tuition waiver. If a waiver requires yearly renewal, the resident responsible for the student will receive a reminder letter in the spring to renew the tuition waiver prior to the next school year. The school is copied on that letter and also receives a list of all students who will need renewed tuition waivers to remain enrolled tuition free in MCPS.

OTHER ENROLLMENT SCENARIOS

Pre-school Age Students Receiving Special Services

Pre-school aged students only receiving MCPS special services (i.e. speech, hearing) should be enrolled by the school in which the services are provided.

- Enroll the student in Grade 16, Homeroom Section 90.

- The Montgomery County Department of Health and Human Services guidelines do require immunization documentation for these students.

School Age Students Receiving Special Services

- School aged students who attend a private/parochial school and receive MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are provided. The Division of Business, Fiscal, and Information Systems in the Office of Special Education, will enroll the student. *Do not enroll school age students receiving only special services in your school.*
- Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are provided. Refer the parent/guardian to Interim Instructional Services and Home Instruction (240-453-2470) for enrollment in Home Instruction.

Transfer from State Institutions

The following is a list of State institutions that should be used with Entry Code ‘22’. These are the only institutions that should be used with the Entry Code ‘22’. Maryland School for the Deaf and Maryland School for the Blind should be identified as nonpublic schools for the purposes of recording entry and exit information.

- | | |
|--|------------------------------------|
| • Alfred Noyes Children’s Center | • Maryland Safe at Home Program |
| • Backbone Mountain Youth Center | • Meadow Mountain Youth Center |
| • Baltimore City Juvenile Justice Center | • Savage Mountain Youth Center |
| • Charles H. Hickey, Jr. School | • Thomas Waxter Children’s Center |
| • Cheltenham Youth Facility | • Victor Cullen Center |
| • Greenridge Youth Center | • Western Maryland Children’s Ctr. |
| • J. DeWeese Carter Center | • William Donald Schaeffer House |
| • Lower Eastern Shore Children’s Center | • Witness Protection |

Prekindergarten and Head Start Programs

The Division of Early Childhood Programs and Services enrolls all students who will be attending Prekindergarten and Head Start classes. If you have questions, call the Head Start office at 301-230-0676.

Preschool Education Program (PEP) – Department of Special Education Services

The PEP office enrolls all students who will be receiving preschool special education services for children aged 3 to 5 with identified disabilities in Montgomery County. If you have questions, call the PEP office at 301-279-2016.

OTHER ENROLLMENT ISSUES

NEXT YEAR'S SCHOOL ASSIGNMENT

The next year's school number determines the school placement for the following school year and is assigned as follows:

- Non articulating students are automatically reassigned to the current school for the following school year if it is their home school or if the Change of School Assignment (COSA) information is valid.
- Articulating students (i.e. primary to upper elementary, elementary to middle, middle to high) are assigned as follows:
 - **Schools without split articulation –**
 - Student are sent back to their home school
 - if they are completing a special program
 - if their COSA is expired or no longer valid
 - if they are a prekindergarten or Head Start student promoted to kindergarten
 - Students are articulated based on their current school of enrollment
 - if they are ESOL or Special Education students completing a special program
 - Students are sent back to their current school
 - if they are homeless students
 - if they are in special schools with restricted grades (Carl Sandburg)
 - if they have a non-MCPS address
 - **Schools with split articulation –**
 - Students are sent back to their home school
 - if they are completing a special program
 - if their COSA is expired or no longer valid
 - if they are a prekindergarten or Head Start student promoted to kindergarten
 - Students are **never automatically articulated** based on their current school of enrollment
 - Students are sent back to their current school
 - if they are homeless students, or unaccompanied homeless youth
 - if they are ESOL or Special Education students
 - if they have a non-MCPS address

After January 1 of the current school year, Next Year's School number is automatically generated within OASIS.

Once assigned, Next Year's School should only be changed by the record keeper at the school the student is currently in when requested by another MCPS school due to:

- The student moving to a different attendance area for the following year.

- A student transfer request (COSA) for the following year is approved.
- The student being placed or accepted into a program for the following school year.

If a parent indicates they will be attending a different school, refer them to the new school for future enrollment.

HOME INSTRUCTION 240-453-2470 (INTERIM INSTRUCTIONAL SERVICES AND HOME INSTRUCTION)

Students schooled at home by a parent/guardian are enrolled in School #435, Home Instruction, using entry code 24, Home Instruction.

A student enrolling in MCPS after having been on home instruction should be treated as a new or re-entering student. Therefore, all the appropriate documentation (residency, immunizations, proof of age) needs to be collected.

Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should be enrolled in Home Instruction.

CHANGE OF SCHOOL ASSIGNMENT (COSA)

Students new to MCPS must always enroll at their home school before any transfer request can be processed. The home school must verify parent/guardianship, age, residency and immunization compliance *before* processing any transfer request. Do not forward original copies of these documents to the Division of Pupil Personnel Services. They should be kept at the home school and, if the transfer is approved, forwarded as part of the student's cumulative folder to the school into which the student is transferring.

COSA's are accepted between February 1 and April 1 for the following school year.

- Students not currently enrolled in MCPS requesting a COSA for the following year should be enrolled using the Future Enrollment transaction in OASIS.
- Students receiving special education services available in all schools follow the regular COSA process. Students receiving all other special education services should *not* use the COSA form, but should submit their request in writing to the Department of Special Education Services at 850 Hungerford Drive, Room 220, Rockville, Maryland 20850.

COSA requests for the current school year require a student to be enrolled and attending the home school.

**REQUEST TO WITHHOLD DIRECTORY INFORMATION 240-314-4840
(OFFICE OF THE GENERAL COUNSEL)**

Any student enrolled after the beginning of the school year must be provided [MCPS Form 281-13, Parental Privacy Form](#) and the opportunity to request directory information be withheld. The form is available in English, Spanish, French, Vietnamese, Chinese, Korean, and Amharic.

ONE DAY ENROLLMENTS

There are times when students complete their graduation requirements while they are no longer enrolled in school. They could have completed their requirements in High School Plus, Online Pathway to Graduation, Summer School, or completed student service learning (SSL) hours or testing requirements after withdrawing from MCPS.

If graduation requirements are completed during the first semester, the student should be enrolled at the end of January for one day in the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code. A final transcript can then be generated showing a graduation date. However, MCPS does not award January diplomas, so these students will receive a diploma with the June graduates for that year.

If graduation requirements are completed during the second semester, the student should be enrolled at the beginning of June for one day by the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code.

If graduation requirements are completed during the summer, the student should be enrolled as of the first day of school and then withdrawn using the appropriate withdrawal code as a summer withdrawal.

OTHER INFORMATION

The following guides can be found on the MCPS web site. Just type the name into the search engine or click the link to find the guide.

- [Quick Guide to Enrollment](#)
- [OASIS Enrollment Quick Reference Guide](#)
- [OASIS Emergency Card Quick Reference Guide](#)
- [All Other OASIS Quick Guides](#)

ENTRY CODES

01	First entry into any school – usually prekindergarten, kindergarten or first grade, or first entry into any school from home instruction.
02	Continuing in the same school.
06	Re-entry after involuntary withdrawal from school during the current August/September-June reporting period.
07	Re-entry after voluntary withdrawal from school during the current August/September-June reporting period.
08	Re-entry after involuntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
09	Re-entry after voluntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
10	By transfer from another public school within MCPS.
11	Articulating from elementary school to middle school, or middle school to high school.
12	Changing residence in Montgomery county.
13	By transfer from a Maryland public school outside Montgomery County.
14	By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school.
15	By transfer from a nonpublic school within Montgomery County.
16	By transfer from a Maryland nonpublic school outside Montgomery County.
17	By transfer from a United States nonpublic school or institution in another state or territory of the United States.
18	By transfer from a school (public or nonpublic) of a foreign country.
21	By transfer from an evening high school program.
22	By transfer from a state institution in Maryland with an educational program. See list of specific state institutions for this code on page E-11.
24	Entry to home instruction after withdrawing from MCPS, or from a Maryland school outside of Montgomery County.
25	Parental choice transfer from a Title I public school designated for improvement into a school that has made adequate yearly progress (AYP).
26	Transfer from a public school pursuant to Unsafe School Transfer Option.

ASSOCIATE ENTRY CODES AND WITHDRAWAL CODES

Current Year Withdrawal Code	Associated Current Year (re)Admission Codes	Associated Following Year (re)Admission Codes
99	NA	02,10-12
10	10	NA
11	11	NA
12	12	NA
13	13-18,21,22,or 25-26	13-18,21,22,or 25-26
14	13-18,21,22,or 25-26	13-18,21,22,or 25-26
15	13-18,21,22,or 25-26	13-18,21,22,or 25-26
16	13-18,21,22,or 25-26	13-18,21,22,or 25-26
17	13-18,21,22,or 25-26	13-18,21,22,or 25-26
18	13-18,21,22,or 25-26	13-18,21,22,or 25-26
22	13-18,21,22,or 25-26	13-18,21,22,or 25-26
24	13-18,21,22,or 25-26	13-18,21,22,or 25-26
25	13-18,21,22,or 25-26	13-18,21,22,or 25-26
26	13-18,21,22,or 25-26	13-18,21,22,or 25-26
30	06,07	08,09
31	06,07	08,09
32	06,07	08,09
33	06,07	08,09
34	06,07	08,09
35	06,07	08,09
36	06,07	08,09
38	06,07	08,09
39	06,07	08,09
40	06,07	08,09
41	06,07	08,09
42	06,07	08,09
43	06,07	08,09
44	06,07	08,09

ENROLLMENT

Current Year Withdrawal Code	Associated Current Year (re)Admission Codes	Associated Following Year (re)Admission Codes
50	06,07	08,09
71	06,07	08,09
85	NA	NA
60	NA	NA
61	NA	NA
62	NA	NA

OVERVIEW

In general, students are withdrawn from school because they are transferring to another school, have completed a high school program, or have terminated their formal education.

DOCUMENTATION OF WITHDRAWAL

Complete [MCPS Form 565-5, *Student Transfer Outside of MCPS or Death of Student*](#) for every student who transfers out and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma or certificate of attendance, emigrates to another country, or dies.

Obtain official written documentation that the student has transferred to another school or educational program, has emigrated out of the country, or has died, and maintain a copy of the documentation in the student's permanent record with Form 565-5.

Examples of such documentation include:

- A request for records from the receiving high school, or completed [MCPS Form 226-19, *Verification of Enrollment*](#).
- An approved application for home instruction or OASIS documentation of home instruction.
- A letter from an official in the receiving school acknowledging the student's enrollment.
- Written confirmation that a student has emigrated to another country, which may include a school administrator's memo to the student's file based on a phone conversation with a parent/guardian, stating that the student is leaving the country.
- Written confirmation that a student has passed away, which may include an obituary, newspaper article, funeral service program, a letter from a parent/guardian, or similar items.

DATE OF WITHDRAWAL

The date of withdrawal date should be the first school day after the last day of attendance.

If a student is withdrawn before the end of the marking period, the student will not receive a report card. The student cannot be withdrawn until day after the end of the marking period, in order to receive a report card. The student also **cannot** be retroactively withdrawn to a date before the end

of the marking period, as this will erase any grades and attendance that the student has on file. If it is the final marking period (end of the year), the student must be summer withdrawn, meaning the student may not be withdrawn until after the “flip” and must be withdrawn using the following school year’s first day of school as the withdrawal date. Again, the student **may not** be retroactively withdrawn, as this will erase grades and attendance from OASIS and Gradebook, and they are extremely difficult to recover.

SUMMER WITHDRAWALS (NO SHOWS)

If a student was expected at your school in September but has no recorded attendance by mid-September, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student as a summer withdrawal. Students with no September attendance should be withdrawn no later than the last school day in September.

SEPTEMBER WITHDRAWALS

If a student attends any time in September and then has at least 5 days of unexplained absences, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student using the day after the last day in attendance as the withdrawal date. Process all September withdrawals by mid-October.

GUIDELINES FOR PROCESSING SUMMER AND SEPTEMBER WITHDRAWALS

Attendance Pattern of Student	Action Needed	
	Withdraw	Do Not Withdraw
NO SEPTEMBER ATTENDANCE		
☆ Student is over age 18, did not attend at all in Sept. and whereabouts unknown	<ul style="list-style-type: none"> ✓ Withdraw student by the last school day in Sept. ✓ Use Summer Withdrawal 	
☆ Student did not attend at all in Sept. and transferred to a non-MCPS school	<ul style="list-style-type: none"> ✓ Withdraw student during Sept. ✓ Use Summer Withdrawal 	
☆ Student is under age 18, did not attend at all in Sept., and whereabouts known	<ul style="list-style-type: none"> ✓ Record absence every day ✓ Notify senior reporting specialist in OSA 	✓ Keep enrolled

SEPTEMBER ATTENDANCE, ABSENT LAST SCHOOL DAY IN SEPTEMBER, OCTOBER ATTENDANCE		
☆ Student attended at least 1 day in Sept, absent last school day in Sept. and attended at least 1 day in Oct.		✓ Keep enrolled
SEPTEMBER ATTENDANCE, ABSENT LAST SCHOOL DAY IN SEPTEMBER, NO OCTOBER ATTENDANCE		
☆ Student attended in Sept., was absent last school day in Sept, and first two weeks in Oct. and whereabouts unknown to MCPS	<ul style="list-style-type: none"> ✓ Withdraw student by mid Oct. ✓ Use day after last day in attendance as withdrawal date ✓ Must be a Sept. withdrawal 	

AUTOMATIC WITHDRAWALS

A student who leaves one MCPS school (sending school) to attend another MCPS school (receiving school) cannot be withdrawn by the sending school. The sending school must set a release date to allow the receiving school to enroll the student. When the receiving school enrolls the student, the student will be automatically withdrawn from the sending school.

MARYLAND STUDENT EXIT RECORD [SR-7](#)

When notified that a student will be withdrawing from your school during the current school year, the Maryland Student Exit Record [SR-7](#) should be completed with current year information and is intended to facilitate initial placement prior to receipt of official school records. The form should be provided to the parent/guardian to hand-carry to the receiving school. All official records for transferring the student should be faxed, emailed, or sent by regular mail to the school in which the student will be enrolling upon receipt of an official request.

This form must be completed when a student withdraws from MCPS to attend another school.

FINANCIAL OBLIGATIONS CLEARANCE

Staff at the school from which the student is withdrawing should complete [MCPS Form 560-20, Elementary School Withdrawal/Clearance](#) or [MCPS Form 560-21, Secondary Student Withdrawal/Clearance](#). The purpose of this form is to provide a record of a student’s financial obligations status at the time of withdrawal.

DROPPING OUT (STUDENT TERMINATION OF FORMAL EDUCATION)

Each high school is required to establish and implement procedures to conduct an interview with all students, or with their parents/guardians, or all of the above, who leave school before graduating. The administrator, or designee, should attempt to encourage the student to remain in the student's current, or other appropriate, MCPS alternative school program by conducting an Interview for Withdrawal Prevention by using [MCPS Form 565-4A, *Educational Interview for Withdrawal Prevention*](#) and ensure that the parents/guardians are informed. [MCPS Form 565-4, *Student Permanent Withdrawal*](#) should be used to document the interview or efforts to contact parents/guardians. No student is to be withdrawn using a drop out code unless both forms are completed and all required signatures secured.

EXTENDED ABSENCES

When a student has extended absences, depending on the reason, it may or may not be appropriate to withdraw the student.

Incarceration/Juvenile Services Facility

When notified that a student has been incarcerated, the school must determine if the student will be receiving educational services, and from whom:

- If the student is receiving services from MCPS, Alternative Education Programs will change the school of enrollment from the current school to Alternative Education Programs.
- If the student is receiving educational services at a state institution with a teaching program, the student should be withdrawn using withdrawal code 22 *Transfer to a state institution in Maryland with an educational program*. Obtain documentation of the transfer (request for records, or complete [MCPS Form 226-19, *Verification of Enrollment*](#)). The withdrawal date should be the day after the last day of attendance. See list below of specific state institutions for use of withdrawal code 22:

• Alfred Noyes Children's Center	• Maryland Safe at Home Program
• Backbone Mountain Youth Center	• Meadow Mountain Youth Center
• Baltimore City Juvenile Justice Center	• Savage Mountain Youth Center
• Charles H. Hickey, Jr. School	• Thomas Waxter Children's Center
• Cheltenham Youth Facility	• Victor Cullen Center
• Greenridge Youth Center	• Western Maryland Children's Center
• J. DeWeese Carter Center	• William Donald Schaeffer House

- Lower Eastern Shore Children’s Center
- Witness Protection
- If the student is not receiving educational services, use withdrawal code 38 *Court Action*. *A student who is committed by court order to an institution without educational program.* The withdrawal date should be the day after the last day of attendance.

Short Term Instructional Programs/[Interim Instructional Services](#) 240-453-2470

When notified that a student has a health condition that prevents the student from attending school for an extended period of time, and is under the care of a physician, psychologist, or psychiatrist, it should be determined if the student will receive educational services through Interim Instructional Services (IIS) (formerly Home and Hospital Teaching). If so, the student should remain enrolled. If not, the student, or parent/guardian, should provide documentation as to why services will not be provided and the anticipated length of absence from school. Upon receipt of the documentation, the student can be withdrawn from school. The withdrawal date should be the day after the last day in attendance. Use withdrawal code 30, “illness of such severity that precludes any educational program (e.g. interim instructional services).”

Parental Removal

Students who are removed from school by their parents/guardians for more than 15 consecutive school days are to be withdrawn. Parents should be informed that the student will be withdrawn and that MCPS assume that they will fulfill their responsibility to continue the student’s education at the destination. If MCPS determines that a student under the age of 18 is withdrawn but is not continuing their schooling, a report will be made to Child Welfare Services in the Montgomery County Department of Health and Human Services.

Special Education over 18 Years Old

After following the steps outlined above, before withdrawing a general education student over 18 years old, the school should schedule an IEP team meeting to discuss the student’s lack of attendance. The student and the student’s parents/guardians should be invited to attend the meeting.

At the meeting, the IEP team should review the student’s placement, attempt to identify reasons for non-attendance, and determine if the IEP should be revised in order to get the student to attend school on a regular basis.

- If the IEP is revised, the school should not continue the withdrawal process.
- If the IEP is not revised, the team should document the team’s discussion including why modifications would be inappropriate or unwarranted. A follow-up letter must be sent to the student and the student’s parents/guardians.

- If an IEP team meets, considers all appropriate options but is still unable to convince a student to attend school, the school may withdraw the student. In this case, the follow-up letter should clarify that the school intends to withdraw the student because the student has decided not to attend school. Additionally, the letter must clarify that the student has the unequivocal right to re-enroll prior to turning 21 years old. If the student re-enrolls, an IEP meeting shall be held to determine whether the student continues to be eligible for special education services.

WITHDRAWAL CODES

Withdrawal codes are established by the Maryland State Department of Education. When transferring or withdrawing a student, care should be taken to use the appropriate code.

Code 50 may be used when the actual cause of the withdrawal is unknown. Use this as a temporary code and change the code when the cause has been determined. Every effort should be made to determine the actual cause of the withdrawal.

Students Leaving the Country for More Than Fifteen (15) Consecutive School Days

When a student leaves the country for more than fifteen (15) consecutive school days and will be returning, withdraw the student using a code “50” on the day after the last day of attendance. When the student returns from the foreign country, update the withdrawal code to a code “18.” Ascertain if the student received education in the foreign country. If the student received education, enroll the student using a code “18,” and make sure educational records are received. If the student did not receive education in the foreign country, enroll the student using a code “07” and notify Missy Gumula, senior reporting specialist, Office of Shared Accountability, via email or at 301-279-3539, as the withdrawal code will need to be changed back to a code “50.” This is in accordance with MSDE guidelines. If a student leaves the country and you know the student will be receiving educational services, you may withdrawal the student using a code “18.”