



# Determination of Residency and Tuition Status

Office of Special Education and Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

MCPS Form 335-73  
January 2016

**Instructions:** The person responsible for the student or eligible student completes Parts I and II, and submits with required documents to the residency and tuition administrator, Department of Student Services. Refer to [MCPS Regulation JED-RA: Residency and Tuition](#).

## PART I: Student Information

Student ID # \_\_\_\_\_

Student \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_

Student Ethnicity \_\_\_\_\_ Race \_\_\_\_\_

School student will attend \_\_\_\_\_ Grade \_\_\_\_\_ Special Education  Yes  No 504  Yes  No

Person responsible for student \_\_\_\_\_ Relationship \_\_\_\_\_  
Last First MI

Montgomery County address where student will reside \_\_\_\_\_  
Street City State ZIP Code

Telephone: Home \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Transferring from: County \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Name of last school attended \_\_\_\_\_ School telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## PART II: Reason for Submitting Application (check one)

**Proof of residency must be submitted with all applications. Examples of Acceptable Proof:** Current Montgomery County Property tax bill or current rental lease. Also submit current utility bill showing name and address.

**Student now residing in Montgomery County without parent/guardian and is requesting a waiver of tuition.** Submit proof of residency of person with whom student is living; statement explaining reason for request (notarized); and explanatory letter of consent from parent(s)/guardian(s) (notarized). Also submit documentation of crisis to justify tuition waiver. (Do not enroll student until approved by School Counseling, Residency and International Admissions (SCRIA).)

**Noncustodial parent.** Submit consent letter from custodial parent/guardian, birth certificate with both parents'/guardians' names, proof of residency of noncustodial parent/guardian.

**Student is 18 years of age or older, (Eligible Student), or an emancipated minor, and is self-supporting.** Submit proof of current employment (all letters from employers must be notarized), proof of residency, and proof of age. (Do not enroll until approved by SCRIA.)

**Student is living with parent(s)/guardian(s) and awaiting completion/occupancy of permanent housing within 60 days.** Submit sales contract, or settlement papers, or rental lease. (Do not enroll student until approved by SCRIA.)

Current address \_\_\_\_\_

**Student is placed in Montgomery County (e.g., foster, group home) by a juvenile or social services agency.**  
(Submit proof of residency of guardian, placement order, and, if agency is out of state, also submit authorization for payment of tuition.)  
(Do not enroll student until approved by SCRIA.)

Name of agency \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Identify state if other than Maryland \_\_\_\_\_ (documents attached)

**Verifying residency**  
**I certify that I will be responsible for the student and that the information on this application and on any attachments is accurate, complete, and true to the best of my knowledge.** I further understand that if the information is not accurate or the waiver of tuition is not granted, I am liable for tuition and/or retroactive adjustment of tuition for any periods that the student may be a nonresident, unless the student has been placed by a responsible social or juvenile services agency.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, Parent/Guardian, or Eligible Student Date

## PART III: To be completed by Director, SCRIA

- Student is a Montgomery County resident and is eligible for enrollment. Documentation is attached.
- Student is approved for enrollment without tuition. Student is in crisis or has been placed by a Maryland social services agency and is considered to be a resident for the current school year only.
- Student is a nonresident and tuition is waived for \_\_\_\_ days.
- Student is a nonresident and required to pay tuition.
- Student is a nonresident and a non-Maryland social services agency is required to pay tuition.

**Comments:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, Director, SCRIA Date