



QUICK GUIDE TO ENROLLMENT

See MCPS Regulation JEA-RB, *Enrollment of Students*

Welcome to Montgomery County Public Schools (MCPS). School assignment is based on the bona fide residence of the student being enrolled. 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 school within the U.S. or a U.S. school system (i.e. Department of Defense schools or an accredited American International school in a foreign country) within the past two years must be referred to MCPS International Admissions and Enrollment (IAE) at 240-740-4500 to begin the enrollment process. Students under age 7 may directly enroll in their home school.

All parents/guardians enrolling students (new or reentering MCPS) must provide verification of student's date of birth, student identity (name), parent/guardian identity and proof of relationship to student, residency, and immunizations, unless homeless, and complete [MCPS Forms 560-24, New Student Information](#), and [MCPS Form 565-1, Student Emergency Information](#).

Age—5–21

- Students, whether U.S. citizen or noncitizen, who are at least five years old by September 1, and not older than 20 years of age 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 rental lease; if the original term of the lease is expired, a copy of lease and a current utility bill, OR
- If living in 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](#) must be completed, and provide, as appropriate, a copy of current property tax bill of homeowner, or a copy of rental lease (if the original term of the lease is expired, a copy of lease and current utility bill); 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 (see page 2 for list). The completed, signed and notarized MCPS Form 335-74 may be counted as one of the three required proofs of address.
- Anyone who is not a resident of Montgomery County who would like to request to enroll a nonresident tuition-paying 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 Department of Health (MDH) Immunization Certificate MDH Form 896, OR
- Computer form generated by a physician or health clinic

Examples of Acceptable Verification Documentation

Student Age and Identity (Evidence of Birth and Name)

- 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 Parent/Guardian Enrolling Student and Relationship to Student (Proof of Custody/Guardianship)

Examples of Proof of Parent/Guardian Identity that includes a photograph:

- Driver's license
- Passport
- Motor Vehicle Administration Identification Card
- Other legal form of identification

Examples of Proof of parent/guardian relationship to student:

- Birth certificate of student which identifies the parents
- Court order
- Separation agreement or divorce decree
- Other legal form of identification

Supporting Documents for Shared Housing

Supporting documents must be in the name of parent/guardian at address shown on [MCPS Form 335-74, Shared Housing Disclosure Form](#), include the name of the sending organization, and a date within 90 days of the current date.

An acceptable document of address should be a communication from the following types of entities:

- Financial Institutions (i.e. banks, insurance companies, etc.)
- Utility Company (i.e. phone, water, power, etc.)
- Governmental (i.e. federal, state, local)
- Medical
- Religious
- Nonprofit/Community Organizations

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