Walk-in applications for Prekindergarten/Head Start children, including children with disabilities, are accepted Monday through Friday from 9:00 a.m. to 4:00 p.m. at Rocking Horse Road Center, 4910 Macon Road, Rockville, Maryland, 20852. For more information, or if you have questions about the documents noted on this form and/or your specific situation, please call 240-740-4530 or consult www.montgomeryschoolsmd.org.

TO COMPLETE AN APPLICATION, YOU WILL NEED TO PROVIDE DOCUMENTATION AS NOTED BELOW.

Use the following list as your guide:

1. **Proof of Age and Identity of Student**—Bring ONE of the documents listed below.
   - Birth Certificate
   - Passport
   - Physician’s Certificate
   - Baptismal or Church Certification
   - Hospital Certificate
   - Parents’ notarized affidavit
   - Birth Registration, or
   - Other legal or notarized identification for child’s identity and date of birth verification.

2. **Proof of Identity of Person Enrolling Student and Relationship to Student**—
   - **Examples of proof of identity that includes a photograph include**—Please bring one of the documents listed below.
     - Driver’s License
     - Passport
     - Motor Vehicle Administration ID Card
     - Other
   - **Examples of proof of relationship to student include**—Bring ONE of the documents listed below.
     - Child’s Birth Certificate
     - Court Order
     - Separation Agreement or Divorce Decree, or
     - Other legal form of identification

3. **Proof of Family Income (all adults in family)**—Bring ALL of the documents listed below that apply to your situation.
   - Examples include:
     - Tax return for 2022—1040, W2s, Schedule C/1099
     - Three current pay stubs for each job
     - Employment Letters
     - Child Support Court Order or Letter
     - Financial Assistance Letter showing dollar amount
     - Temporary Cash Assistance (TCA)
     - Rental Income Letters
     - Unemployment, disability Income, etc.

4. **Current Proof of Residency in Montgomery County**
   - If you own your home—an acceptable document is a current property tax bill
   - If you rent your home—an acceptable document is a current lease* (include HOC, Rental or Utility Assistance, if applicable).
   - *If original term of the lease is expired, bring a copy of the lease and current utility bill
   - If living in shared housing with a homeowner or renter who has a bona fide residence within a 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. The completed, signed and notarized MCPS Form 335-74 may be counted as one of the three required proofs of address.

5. Please bring the following documents if they apply to your situation:
   - Child’s Medical Insurance Card (if applicable)
   - WIC Folder (if applicable)
   - Food Supplement Program (FSP) Letter (formerly Food Stamps) (if applicable)
   - Child Care Scholarship Voucher (if applicable)
   - Name and address of child care provider (if applicable)
   - Child’s Individualized Education Program (IEP); proof of guardianship/foster care/custody (if applicable)