

## 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](http://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 parent/guardian/eligible student is a homeowner, acceptable documents are a current property tax bill or State Department of Assessments and Taxation (SDAT) Real Property Search report. A property tax bill can be obtained from Montgomery County Department of Finance at 240-777-0311 or at [montgomerycountymd.gov/finance](http://montgomerycountymd.gov/finance). A SDAT Real Property Search report can be obtained at [sdat.dat.maryland.gov/RealProperty](http://sdat.dat.maryland.gov/RealProperty).
- If parent/guardian/eligible student is a renter, an acceptable document is a current rental lease. If the original term of the lease has expired or if the original lease is not available, a copy of a lease extension and current utility bill or lease addendum and current utility bill should be provided. **OR**
- If parent/guardian/eligible student seeks to enroll on the basis of 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, evidence of residency. For homeowner, an acceptable document is a current property tax bill, for a renter, an acceptable document is a current rental lease. If the original term of the lease has expired, a copy of a current utility bill or a lease extension should be provided. 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/eligible student 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](http://www.montgomeryschools.org/departments/planning)
- International Admissions and Enrollment (IAE). . . . . 240-740-4500  
[www.montgomeryschoolsmd.org/info/enroll](http://www.montgomeryschoolsmd.org/info/enroll)
- MCPS Homeless Liaison . . . . . 240-740-4511