

# Documentation of Residency Through Home Visit



Office of Student and Family Support and Engagement  
International Admissions and Enrollment (IAE)  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
Rockville, Maryland 20850

MCPS Form 560-34  
July 2018

## PART I: Student Information

Student Name(s) \_\_\_\_\_ Student ID(s) \_\_\_\_\_

Date of Home Visit \_\_\_/\_\_\_/\_\_\_ Time of Home Visit \_\_\_:\_\_\_  a.m.  p.m.

School \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Address on Record \_\_\_\_\_

Address Visited (if different) \_\_\_\_\_

Home Phone \_\_\_-\_\_\_-\_\_\_ Work Phone \_\_\_-\_\_\_-\_\_\_ Cell Phone \_\_\_-\_\_\_-\_\_\_

Name of siblings who attend MCPS:

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ School \_\_\_\_\_

Sibling(s) schools(s) contacted?  Yes  No Other Pupil Personnel Workers (PPWs) contacted?  Yes  No

What initiated the request for the home visit? \_\_\_\_\_

## PART II: Results of Home Visit (check all that apply)

- Observation of parent/guardian in residence at time of visit
- Consultation with homeowner, renter, or property management staff
- Consultation with neighbors
- Viewed living space of family (i.e., kitchen, bathrooms, bedrooms, etc.)
- Property appears vacant
- No answer at the residence
- Door Hanger left
- Other \_\_\_\_\_

### Notes/Additional Comments

- Additional documentation collected from parent/guardian at time of visit
- Additional documentation provided to parent/guardian at time of visit

Comments:

Residency NOT confirmed

Residency confirmed

Recommendation(s) for next steps:

## PART III: SIGNATURES

Name of PPW (printed) \_\_\_\_\_ Signature of PPW \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Other MCPS Staff Name(s) Participating in Home Visit (printed) \_\_\_\_\_

Signature of Other MCPS Staff Participating in Home Visit \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature of Other MCPS Staff Participating in Home Visit \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_