

ENROLLMENT PROCEDURE

Choose one of the following options:

1. If your student has never been in an MCPS school previously, complete the Registration forms online at:

<http://www.mcps.org/parents/registration>

Printed forms are provided if internet access is unavailable.

2. If your student has previously attended any MCPS school, please print and complete the Registration forms found online at:

<http://www.mcps.org/cms/One.aspx?portalId=92248&pageId=3385234>

Printed forms are provided if internet access is unavailable.

Following completion of the Student Registration Form, please contact the Registrar for an appointment at 540-951-5715

The parent or legal guardian must provide the following documents at the enrollment appointment:

TWO Proofs of Residency (such as a utility bill, deed/lease) **REQUIRED**

Student's Birth Certificate
(International Students present Passport)

Student's Immunization Record

Custodial Documentation (if applicable)

Copy of transcript/report card from previous school

Photo ID of parent registering student

What happens next?

1. You will meet with the Registrar to submit the documentation above.
2. Both Parent/Guardian & Student will be required to sign forms listed below, either at your appointment or the first week of school:
 - a. Acceptable Technology Use and Internet Safety Policy for Students
 - b. e-Learning 1-to-1 Initiative Contract
 - c. Code of Student Conduct Receipt
 - d. Student Residency Questionnaire
 - e. MCPS Health Information Form
 - f. Affirmation Relating to Expulsion
3. You will then meet with a counselor to request courses (for fall enrollments), or a class schedule will be created (for transfer students).