

# Oakdale Middle School Enrollment Check-List

**Enroll Online!** The documents listed below are required for your enrollment to be processed. We suggest you have them scanned and ready to be uploaded before you begin your online enrollment. Once all documents are received and approved, we will reach out to complete the enrollment process with scheduling of classes.

- Enroll Online:** <https://registration.powerschool.com/family/Login>  
Please be sure to save all required documents to your computer before beginning your online enrollment.
- Proof of Date of Birth** (supply **one**) Passport/Visa, Birth certificate
- Transcript** - Please submit a current unofficial high school transcript. (During the summer, incoming 9th graders may provide a copy of the 8<sup>th</sup> grade report card.) This is essential in order to determine grade status and credits needed for high school graduation.
- Report Card** - A copy of the last issued report card. If student received HS credit in 7<sup>th</sup> or 8<sup>th</sup> grade, please submit proof of credit.
- Proof of Residency** (supply **one** of the following proofs of residency, which includes parent/guardian's name, date and address)  
**\*\*The child must reside with the parent/legal guardian at the address provided\*\***
  1. **Current Utility Bill** (Water, Gas, Electric and cable bill ONLY), **Current property tax bill**, or **Current rental/lease agreement**.
  2. **Multi-Family Situation (If parent and child live with someone else)** – owner/lessee of home needs to provide a [FCPS Parent Residency Affidavit \(Multi-Family Disclosure Form\)](#) verifying that the child resides at that address, plus a copy of the owner/lessee proof of residence (See '#1' for examples).
  3. **Settlement/Deed Document – must include parent/guardian name, address, signatures of builder/seller and buyer, and date.**
    - Submit 1<sup>st</sup> utility bill of new home to OMS Counseling Office once acquired
  4. **If Purchasing a NEW home**

## **Living IN District - while waiting for home to be built**

Submit your enrollment packet to the OHS Counseling Office and include the following:

- Copy of Sales Contract/Purchase Agreement - Document must include settlement date, parent/guardian name, address, signatures of builder/seller and buyer.
- Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

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## **Living OUT of District - while waiting for home to be built**

Call Student Services (MaryAnn Gomez) at 240-236-2493 to apply for temporary Out of District approval/authorization.

### **Student Services will need the following:**

1. 1<sup>st</sup> page of the contract showing the new address and guardian name
2. Page of the contract showing the estimated settlement date
3. Page of the contract showing signatures of builder/seller and buyer.

Once approved, submit your Enrollment Packet to the OHS Counseling Office along with the following:

- Copy of three items above
- Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

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## **Living OUT of County - while waiting for home to be built**

Call Student Services (Cathy Zier) at 301-644-5238 to apply for temporary Non-Resident approval/authorization.

### **Student Services will need the following:**

1. 1<sup>st</sup> page of the contract showing the new address and guardian name
2. Page of the contract showing the estimated settlement date
3. Page of the contract showing signatures of builder/seller and buyer.
4. **Non-Resident Form:** [https://campussuite-storage.s3.amazonaws.com/prod/33903/86de7fb0-3a18-11e6-b537-2200bd8490f/1801297/1c5448bc-89f8-11e8-b4b1-1292192449f4/file/STS\\_NonResidentStudent.pdf](https://campussuite-storage.s3.amazonaws.com/prod/33903/86de7fb0-3a18-11e6-b537-2200bd8490f/1801297/1c5448bc-89f8-11e8-b4b1-1292192449f4/file/STS_NonResidentStudent.pdf)

Once approved, submit your Enrollment Packet to the OHS Counseling Office along with the following:

- Copy of three items above
- Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

- IEP/504** (if applicable) - If your child requires special services/accommodations, please submit a copy of IEP or 504 Plan.
- Immunization and Health Records**
  - Copy of documentation of immunizations. When enrolling, if the student is missing a shot, the parent must provide the school with a note from the doctor's office stating the date and time of the appointment in order to start school. Otherwise the student cannot attend school until he/she acquires missing shot. [896 Immunization Certificate](#)
  - All students are required to have a physical on file in the health room. The health room will accept a physical dated 9 months prior to enrollment or submit one within the first 6 months after enrollment. [Maryland Schools Record of Physical Examination](#)
- Copy of Parent/Guardian Driver's License** – *Proof of Custody* - Only the parent/legal guardian may enroll student. Aunt/Uncle, grandparents, and step parents may not enroll the student unless they are the student's legal guardian. Proof of custody must be shown by one of the following.
  - Parent's name on birth certificate w/copy of parent's driver's license.
  - Legal document generated by court with judge's signature granting custody w/ copy of legal guardian's driver's license.
- Custody Papers/Legal Documents** (if applicable)
 

The child's school records need to include a copy of the legal custody document in full. Selected individual parts of a legal document cannot be accepted. The adult enrolling the child must be his/her legal guardian. If the adult is applying to become the child's legal guardian, the adult must provide proof that the application has been filed at the county court house. (The school needs to be provided with: copy of application and court clerk's receipt)
- Test Scores** - A copy of any state/local test scores. (Not Required for enrollment appointment, but will need to acquire from previous school.)

**Note:** FCPS may obtain discipline and expulsion records when a student transfers from another school system. The superintendent may deny admission to a student who is currently expelled from another school system for a period of time equal to the expulsion. A parent/legal guardian is the only person who may enroll a student. Anyone else trying to enroll a student must provide proof of legal guardianship from the court system.

Please feel free to contact the Registrar if you have any additional questions.

Registrar  
**Oakdale Middle School**  
 5810 Oakdale School Drive  
 Ijamsville, MD 21754  
 (P) 240-236-5500  
 (F) 240-236-5519  
 (E) kristin.airey@fcps.org

Please use the FCPS School Finder to confirm your address is within the OMS attendance boundaries: <https://www.fcps.org/student-services/find-your-feeder-area1>