
ROBERTO CLEMENTE MIDDLE SCHOOL NEW STUDENT REGISTRATION PROCEDURE

Please call for an appointment: 301-601-0343

WHAT TO BRING TO ENROLL A NEW STUDENT:

Proof of Residency: Current property tax bill or settlement statement if you own, your lease if you rent. * A current utility bill – electric, gas or water in parent or legal guardian's name, must accompany older documents. If your name is not on the lease, the settlement statement, or the property tax statement, you are also required to submit a **notarized Shared Housing Disclosure** (form 335-74) and additional proof documents. *If the person enrolling the student is not his/her parent the family is referred to the Residency and International Admissions Office –301-230-0686.

Student's Birth Certificate or Passport: Students who are NOT U.S. citizens, who have not been in public school in the USA for at LEAST the last year, must call the Residency and International Admissions Office (301-230-0686) to begin the admission process.

Student's Immunization Record.

The Name, Address, and Phone # of the last school attended by student.

Student's Most Recent Report Card. Student's scheduled classes current or future.

A Copy of the Student's I.E.P. if the student receives Special Education services.

Clearance Form: if student is transferring from a MCPS school during the school year, or a School Transfer form if student is coming from any other public school.

Parent or legal guardian of student must complete and sign the following:

1. *New Student Information (form 560-24)*
2. *Roberto Clemente MS Class Registration Card*
3. *Authorization to Request/Release Student Records (form 550-2)*
4. *Emergency Information (form 565-1)*

If a student wants to participate in any extracurricular activity the Extracurricular Activity form must be completed and the fee paid. Remittance and mailing instructions are on the bottom of the form that is mailed to homes in the summer. Additional forms are available in the School Counseling Services office.

All students enrolling at RCMS from a non-Montgomery County Public School must take a placement assessment in English, math, and Social Studies. This is not a test. This is an assessment for placement only. The assessment is untimed; most students take about two hours. Over the summer, placement assessments will be conducted in early August (please check with the Registrar for dates). For school-year enrollments, assessments will be scheduled along with the enrollment appointment.
