

NORTHWEST HIGH SCHOOL

Counseling Services Department

13501 Richter Farm Road ~ Germantown, MD 20874

STUDENT NAME: _____

DATE: _____

PREVIOUS SCHOOL: _____

GRADE: _____

_____ Enrollment Appointment is scheduled for: _____

_____ Please call the office to schedule an enrollment appointment –

DOCUMENTS REQUIRED FOR ENROLLMENT AT NORTHWEST HIGH SCHOOL

PROOF OF RESIDENCY

HOMEOWNER:

- Current Property Tax Bill (if it's a new residence, a copy of the closing disclosure page with signatures, is acceptable)

RENTER:

- Lease less than 1 year: Copy of current lease
- Lease is more than 1 year old: Copy of lease and current utility bill

SHARED HOUSING:

- Completed and notarized MCPS Form 335-74, Shared Housing Disclosure Form
- Copy of the current property tax bill of the homeowner or rental lease of renter with whom the student and parent are living
- Supporting documents for shared housing must be in the name of parent/guardian at the address shown on the Shared Housing Disclosure. Examples of acceptable supporting documents are W-2, current pay stub, income tax return, two consecutive bank statements, medical bills, car registration, car insurance/bill, current utility bill, current phone bill, voter registration card, government or official correspondence at residential address. **Two documents are needed**

INFORMATION REQUIRED

_ Parent Identification (Driver's License or Photo ID)

_ Unofficial Transcript

(Indicating high school courses taken for credit - Grades 9 – 12 or 8th grade report card)

_ Student Birth Certificate or Passport

_ Up-to-Date Immunization Record

_ Clearance / Withdrawal from last school attended (if entering after the 1st day of the new school year)

_ Copy of IEP or 504 Plan (if applicable)

FORMS RREQUIRED

- New Student Enrollment Form (MCPS Form 560-24)
- Student Emergency Information Form (MCPS Form 565-1)
- Authorization to Release Records Form (Required if new to MCPS – MCPS Form 550-2)
- Northwest High School Student Information Forms

Required Enrollment forms are available on the NW Counseling Office website -

<https://www2.montgomeryschoolsmd.org/schools/northwesths/counseling/>