Welcome to John Poole Middle School. We look forward to meeting you! Please contact Tammy Lightcap @ 240-740-4210 ([Tammy\_P\_Lightcap@mcpsmd.org](mailto:Tammy_P_Lightcap@mcpsmd.org)) to schedule an enrollment meeting. You will need the following documentation for enrollment:

* Proof of residency (Copy of Current lease or Property Tax Bill)
* Copy of child's birth certificate
* Copy of child's immunization records
* Photo of parent ID
* Custody papers, if applicable
* Name and contact information of the previous school

School Transfer Packet (outside of MCPS) should include these documents:

* Copy of last report card
* Withdrawal/clearance form
* Health/immunization records
* Copy of the Individualized Education Plan (IEP) if the student receives special education services
* Copy of 504 Plan, if applicable
* Name and contact information of the previous school

In addition to the above items, please complete and return the following documents with your enrollment paperwork:

New Student Form

https://ww2.montgomeryschoolsmd.org/departments/forms/pdf/560-24.pdf

Emergency Form

<https://www2.montgomeryschoolsmd.org/contentassets/80615f2025074ec6bb380e4f3860727c/student-emergency-information-form-565-1.pdf>

Helpful Links:

MCPS – How to Enroll

https://www.montgomeryschoolsmd.org/info/enroll/index.aspx

If you are unsure if John Poole Middle School is your student’s school, please use this link to check:

<https://gis.mcpsmd.org/SchoolAssignmentTool2/Index.xhtml>

Application for Free and Reduced Meals

https://www.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payment