

New Student Enrollment Information

Online registration is only for students that are new to MCPS. If you have previously attended or have been tested in MCPS, you cannot register online.

Online Registration Account Access: https://md-mcps.edupoint.com/PXP2_OEN_Login.aspx

Parents/Guardians with ParentVUE accounts: https://md-mcps.edupoint.com/PXP2_Login.aspx

The Counseling Department wants to work with you and your child making your transition to Cabin John Middle School as smooth as possible. Whether you're coming from another Montgomery County Public School Middle School, another Maryland county, another state or overseas, we are excited to meet and assist you and your child in making your middle school years a positive experience.

- ***International Student Information:*** *Students who have not attended school within the U.S. or a U.S school system (i.e. Department of Defense schools or an accredited American International school in a foreign country) within the past two years must should contact Montgomery County Public Schools International Admissions and Enrollment (IAE) at (240) 740-4500 to begin the enrollment process.*

The Counseling Secretary & Registrar and Counselors will familiarize you with "how things work" at Cabin John Middle School and the many activities and procedures in general. Please take an opportunity to review our website at <https://www2.montgomeryschoolsmd.org/schools/cabinjohnms/> and prepare any questions you may have. We will answer all questions, help you and our new student be prepared and excited to begin their experience, along with creating an eight period day schedule that will meet your child's educational requirements. We look forward to meeting you and your family.

To enroll any student, you must live in the Cabin John Middle School attendance area. If you are not sure whether you reside in the Cabin John Middle School area, please use the school assignment Tool located on the Montgomery County Public School System website <https://gis.mcpsmd.org/SchoolAssignmentTool2/Index.xhtml> Please contact Mrs. Tamara Hardy, Counseling Secretary & Registrar either in the Counseling Office at (240) 406-1560 or by email Tamara_A_Hardy@mcpsmd.org for additional enrollment and registration information.

At the time of enrollment, you will need to provide the following documentation:

- **Proof of Residency (only need one of the proofs of residency):**
 - Current property tax bill or settlement summary statement if you own.
 - Current lease if you rent: if lease is more than 1-year-old, a current utility bill is also necessary.
 - Shared Housing Disclosure (form 335-74) with supporting documentation (if the parent's name is not on the current property tax bill, the current lease or the settlement summary statement, and you are in a shared housing situation you must provide a Shared Housing Disclosure). This form is available at the Counseling Office or on the Montgomery County Public School web page <https://www2.montgomeryschoolsmd.org/departments/forms/pdf/335-74.pdf>.
- **Identification for Student (Evidence of Birth):** Birth Certificate
- **Social Security Card**
- **Identification for Parent (proof of relationship to student):** Driver's license
- **Student Records** (parents will need to provide last school name, address, contact information including fax number):
 - Current report card or last report card
 - Future schedule (if applicable)
 - Student transfer/withdrawal form showing students name, previous school attended, and grades (if applicable)
- **For cases of separation or divorce, a copy of the following pages of the separation or divorce agreement is required (if applicable):**

1. The page which states the names of the parties
 2. The page which states the custody arrangements
 3. The page which states how educational and medical decisions are made
 4. The page with the signatures and date
- **Clearance Form (if applicable):** If a student is transferring from a Montgomery County Public School during the school year a clearance form is needed.
 - **Special Education (if applicable):** If the student is receiving any Special Education Services you will need to provide a copy of Individualized Education Plan (IEP), 504 Plan, and/or testing
 - **Immunization Records:** Maryland Immunization Certificate 896 or computer-generated printout from doctor's office. *New immunization requirements for Maryland students entering Grade 7: Before your child can enter Grade 7, he/she must have one tetanus, diphtheria, and attenuated pertussis (Tdap) vaccination and one meningococcal vaccination (MCV4). These new requirements are in addition to previous years' immunization.* Please check the Montgomery County Public School web page for immunization requirements
<http://www.montgomeryschoolsmd.org/info/immunizations/>
 - **Student Emergency Information Form 565-1** <http://www.montgomeryschoolsmd.org/departments/forms/pdf/565-1.pdf>
 - **New Student Information Form 560-24**
<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-24.pdf>
 - **Authorization to Request/Release Student Records 550-2 (fill out part I & II)**
<http://www.montgomeryschoolsmd.org/departments/forms/pdf/550-2.pdf>
 - **Annual Notice for Directory Information and Student Privacy Form 281-13 (if applicable)**

The Counseling Office is open during the school year and summer; however; during the summer the Counselors are not in all day, every day. Please call (240) 406-1560 for all information and appointment if needed.

Important Websites:

Cabin John Middle School Website: <http://www.montgomeryschoolsmd.org/schools/cabinjohnms/>
Counseling Department Website: <https://sites.google.com/mcpsmd.net/cabinjohnmiddleschool/home>
Montgomery County Public Schools: <https://www.montgomeryschoolsmd.org/>

Counseling Department:

Mrs. Jennifer Poole, Resource Counselor
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Mr. Cecil Thompson, Counselor
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Ms. Pamela Pun, Counselor
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Mrs. Melissa Keller, Counselor
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Mrs Erika Murray, Counselor
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Mrs. Tamara Hardy, Counseling Secretary & Registrar
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