



Dear Future Kindergarten Families,

Welcome to Wyngate! We are so excited to have you join our wildcat family. Please use the following information to navigate registering for kindergarten. Unfortunately, due to the school closure, we will not be able to hold our traditional Kindergarten Orientation events in May. We will be offering a virtual alternative! While we know it will not be the same as a face to face opportunity to meet our incredible staff and PTA support, it will provide you with an opportunity to learn more about the program and ask questions. There will be more information provided soon. In the interim, register for the [MCPS Kindergarten Jumpstart Program!](#)

Travis J. Wiebe



Principal

Updated Registration/Enrollment Process:

- 1. Please begin the enrollment process by completing the [MCPS Online Registration Survey](#). Once you complete the survey, you will receive an email from MCPS that will contain the information below.**
- 2. Email all completed enrollment forms and acceptable required documentation to:**

WG422OR@mcpsmd.org

MCPS Email to Families:

We are excited to have you join the Wyngate family! Due to the COVID-19 school closure, schools will no longer be conducting face-to-face kindergarten orientation or accept the kindergarten orientation documentation at the school. Instead, parents/guardians will need to complete the registration process and enroll their children by completing and submitting the below forms and documents via email or U.S. mail.

For your convenience these forms are attached. For translated versions of the forms click the link and save the forms to your computer. You may need



to download and install a free version of Adobe Acrobat Reader in order to complete the forms.

Forms required at the time of registration to qualify for enrollment:

- [MCPS Form 560-24, New Student Information](#)
- [MCPS Form 565-1, Student Emergency Information](#)
- [MCPS Form 345-17, Maryland State Department of Education Prekindergarten Experience](#)

Documents to be provided at the time of registration as an additional attachment. The documents may be scanned or photographed and be legible. Examples of acceptable required documentation can be found in the [MCPS Quick Guide to Enrollment](#):

- Proof of Student Age and Identity
- Proof of Identity of Parent/Guardian Enrolling Student and Relationship to Student (proof of Custody/Guardianship). This must be a photo ID such as a driver's license or passport.
- Proof of Residency, which may include *MCPS Form 335-74, Shared Housing Disclosure. *Of note, the in-person notarization requirement on MCPS Form 335-74, Shared Housing Disclosure, has been lifted during the COVID-19 health crisis. A remote notarization process must be utilized.

Due to the COVID-19 school closure, the following forms are not required at the time of registration however, all must be submitted to the school of attendance within 20 days of schools reopening. Pre-Kindergarten registrants should submit all documentation to the student's home school prior to the first day of the 2020-2021 school year.

- Immunizations (A computer form generated by a physician or health clinic or [MDH Form 896](#))



- [MCPS Form 525-17, Dental Health Form](#)
- [SR-6, Maryland Schools Record of Physical Examination](#)

Additional required form for prekindergarten, kindergarten, and first grade students only

- [DHMH Form 4620, Lead Testing Certificate](#)

Please visit the [Kindergarten Information and Resources page](#) on the MCPS website to access the Kindergarten Handbook, information on curriculum and much more.

When you have completed the forms please email them to the school at: WG422OR@mcpsmd.org

Any forms you cannot upload using the school's dropbox can be mailed to Central Processing, Suite 11, Carver Educational Service Center, 850 Hungerford Drive, Rockville, MD, 20850. Please verify that all required forms and documents are attached to your submission email. Any incomplete submissions will cause a delay in the registration process.

If your preference is to return the registration documents via U.S. Postal Service, please mail them to Central Processing, Suite 11, Carver Educational Service Center, 850 Hungerford Drive, Rockville, MD, 20850. Once your forms have been received and reviewed, MCPS staff will be in contact to complete the registration process.

Thank you,

Montgomery County Public Schools