

Welcome to Ijamsville, Maryland - Home of the Oakdale Bears!

In order to schedule an enrollment appointment, we must acquire and review all of the following REQUIRED (mandated by MD State Department of Education) documents. Please submit a copy of the following at your earliest convenience. After the documents have been reviewed, we will contact you to schedule an enrollment appointment.

PLEASE SUBMIT THE FOLLOWING REQUIRED DOCUMENTS TO THE OHS COUNSELING OFFICE:

- FCPS Enrollment Form:** <https://goo.gl/7SuhTY>
- Proof of date of birth** (supply one) Passport/Visa, Birth certificate (preferably Passport)
- Proof of Residency** (supply one, which includes parent/guardian's name and address)
 - **The child must reside with the parent/legal guardian at the address provided**
 - Current Utility Bill for Water, Gas, or Electric bill, Current property tax bill, current rental/lease agreement.
 - If family is purchasing a home in the OHS area, please provide the sales contract. The family will be required to follow-up and submit their 1st utility bill (gas, water, or electric) to the OHS Registrar. In addition, if the family is living outside of the area in temporary housing, the family must apply for temporary out of district status and be approved by the PPW Office.
 - When a child doesn't live in a home owned or leased by the parent/guardian, the owner/leser must provide the following to verify the parent/guardian and child reside at that address: signed and notarized [FCPS Parent Residency Affidavit Multi-Family Disclosure](#) form and copy of the owner's proof of residency (tax bill, utility bill)
- Immunization and health records**

Provide: Department of Health and Mental Hygiene form [896 Immunization Certificate](#) and documentation of a recent physical exam, recorded on the [Maryland Schools Record of Physical Examination](#).

 - All students are required to have a physical on file in the health room. The health room will accept a physical dated 9 months prior to enrollment or submit one within the first 6 months after enrollment.
 - When enrolling, if the student is missing a shot, the parent must provide the school with a note from the doctor's office stating the date and time of the appointment in order to start school. Otherwise the student cannot attend school until he/she acquires missing shot.
- IEP/504** (if applicable) – If your child requires special services/accommodations, please submit a copy of IEP or 504 Plan.
- Custody Papers/Legal Documents** (if applicable) –

The child's school records need to include a copy of the legal custody document in full. Selected individual parts of a legal document cannot be accepted. The adult enrolling the child must be his/her legal guardian. If the adult is applying to become the child's legal guardian, the adult must provide proof that the application has been filed at the county court house. (The school needs to be provided with: copy of application and court clerk's receipt)
- Transcript** - Please submit a current unofficial high school transcript. (Incoming 9th graders may provide a copy of the 8th grade report cards or middle school transcript)
- Report Card** – A copy of the last issued report card.
- Test Scores** - A copy of any state/local test scores.(Not Required for enrollment appointment, but will need to acquire from previous school.)
- Request for Records Form** – School name, student name/grade, and parent signature only
- Supplemental enrollment information for athletic eligibility form**

Note: FCPS may obtain discipline and expulsion records when a student transfers from another school system. The superintendent may deny admission to a student who is currently expelled from another school system for a period of time equal to the expulsion.

A parent/legal guardian is the only person who may enroll a student. Anyone else trying to enroll a student must provide proof of legal guardianship from the court system.

Please feel free to email me, if you have any additional questions.

Kelli Connolly

Registrar

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