



# Oakdale High School Enrollment Checklist

5850 Eaglehead Drive, Ijamsville, MD 21754

The documents listed below are required to pre-enroll for the upcoming school year. Once all documents are received and approved, we will reach out to schedule your official enrollment appointment which will take place in either July or August. During the appointment the child is required to be accompanied by a parent or guardian. The student will select their courses with their counselor and review their transcript/Final Report Card.

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Register Online: [English](#) / [Spanish](#)

Proof of Date of Birth (supply one)

Birth certificate or Passport/Visa

Transcript

Please submit a current unofficial high school transcript. (During the summer, incoming 9th graders may provide a copy of the 8<sup>th</sup> grade final report card.) This is essential in order to determine grade status and credits needed for high school graduation.

Final Report Card

A copy of FINAL report card. (Note: If student received HS credit in 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade, please submit proof of credit for all years)

IEP or 504 Plan, if applicable

If your child requires special services/accommodations, please submit a copy of IEP or 504 Plan.

Immunization and health records, provide BOTH of the following:

- Department of Health and Mental Hygiene form [896 Immunization Certificate](#) or other proof of immunizations ([view the complete immunization schedule here](#)), and
- Documentation of a recent physical exam, recorded on the [Maryland Schools Record of Physical Examination](#). If your child's last physical exam was more than 9 months prior to the start of school, you may wait to submit the form until this year's exam is completed. NOTE: This is not the same documentation required to participate in Athletics programs. Please refer to the [Athletics](#) section for more information.

Parent/Guardian Driver's License

*Proof of Custody* - Only the parent/legal guardian may enroll student. Aunt/Uncle, grandparents, and step parents may not enroll the student unless they are the student's legal guardian. Proof of custody must be shown by one of the following.

- Parent's name on birth certificate w/copy of parent's driver's license.
- Legal document generated by court with judge's signature granting custody w/ copy of legal guardian's driver's license.

Legal Document/Custody agreement, 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)

Test Scores

A copy of any state/local test scores. (Not Required for enrollment appointment, but will need to acquire from previous school.)

## Proof of Residency

(supply one of the following proofs of residency, which includes parent/guardian's name, date and address)

**\*\*The child must reside with the parent/legal guardian at the address provided\*\***

1. **Current Utility Bill** (Water, Gas, or Electric bill ONLY), **Current property tax bill**, or **Current rental/lease agreement**.
2. **Multi-Family Situation (If parent and child live with someone else)** – owner/lessee of home needs to provide a [FCPS Parent Residency Affidavit \(Multi-Family Disclosure Form\)](#) verifying that the child resides at that address, plus a copy of the owner/lessee proof of residence (See '#1' for examples).
3. **Deed**
4. **If Purchasing a NEW home**  
NOTE: (If the sales/purchase agreement does not have a settlement date, please submit a letter from your builder stating estimated date (ex. October -September 2023))

### **Living IN District - while waiting for home to be built**

Submit your enrollment packet to the OHS Counseling Office and include the following:

- Copy of Sales Contract/Purchase Agreement - Document must include settlement date, parent/guardian name, address, signatures of builder/seller and buyer.
- Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

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### **Living OUT of District - while waiting for home to be built**

Call Student Services (MaryAnn Gomez) at 240-236-2493 to apply for temporary Out of District approval/authorization.

[Out of District Form](#)

**Student Services will need the following:**

1. 1<sup>st</sup> page of the contract showing the new address and guardian name
2. Page of the contract showing the estimated settlement date (or letter from builder)
3. Page of the contract showing signatures of builder/seller and buyer.
4. Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Once approved, submit your Enrollment Packet to the OHS Counseling Office along with the following:

- Copy of four items above
  - Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

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### **Living OUT of County - while waiting for home to be built**

Call Student Services (Cathy Zier) at 301-644-5238 to apply for temporary Non-Resident approval/authorization.

[Out of Area Form](#)

**Student Services will need the following:**

1. 1<sup>st</sup> page of the contract showing the new address and guardian name
2. Page of the contract showing the estimated settlement date (or letter from builder)
3. Page of the contract showing signatures of builder/seller and buyer.
4. Copy of temporary housing proof of residency (Utility Bill - Gas, Water, or Electric or Lease)

Once approved, submit your Enrollment Packet to the OHS Counseling Office along with the following:

- Copy of four items above
  - Submit 1<sup>st</sup> utility bill of NEW home to OHS Counseling Office once acquired.

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**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  
**Oakdale High School**  
(P) 240-566-9431  
(F) 240-566-9440  
(E) Kelli.Connolly@fcps.org

**NOTE:** If student will be participating in athletics, he/she will need a different physical form required FCPS Athletics which must be submitted directly **to the coach** before try-outs.

**FCPS Sports Physical Form**

<https://bit.ly/3gfpmYi>