



2023 - 2024 Montgomery County Schools Kindergarten Registration **Frequently Asked Questions – FAQ Sheet**

Who can use this system?

The kindergarten online registration window is open for parents of children who can begin kindergarten in the 2023 - 2024 school year. In order for a child to register for kindergarten, he/she must be 5 years old by August 31, 2023. Only a parent or legal guardian living in Montgomery County at the same address as the student may enroll a student.

How does the system work?

The system is very easy to use. The sign-in process begins by entering your name and a valid email address. Then click through fillable pages to provide basic information about you, your child, and any additional contacts. Select your child's elementary school choice from a drop-down menu. After completing the last page, submit the forms into the registration system and an email will be provided to inform you that the enrollment process has been completed. Montgomery County Schools' staff will then review the enrollment and inform you within 2-3 business days if your registration was accepted. If a registration is not accepted, Montgomery County Schools' staff will notify parents regarding the necessary information required to complete the registration. At a later date, you will be contacted to schedule an appointment to bring the legally required documents to the school to be verified. You will also need to bring your child to this appointment in order for your child to be administered a kindergarten readiness assessment.

Why do I need to come in person to the school?

Schools are legally required to collect copies of specific documents in order to enroll students. You will need to bring those in-person so school and program staff can verify them. Completing the online registration process at home at your convenience will save you time. A part of that process will include making the appointment to bring in your child's documents and to assess your child for kindergarten readiness.

What documents do I need to bring to the school? Can I just scan them in and email them?

Required documents are listed on the first page of the registration packet. You must bring these records in-person so information can be verified by school staff. Staff will copy the documents into the system files while you wait and return the originals to you. At this time, documents do not need to be scanned.

Is the system available in Spanish?

The kindergarten online registration is available in English and Spanish.

How long does it take?

The online registration process takes about 15 to 20 minutes. If you need to stop before completing the registration, you can save your information to finish the process at another time.

What if I need to register twins for kindergarten?

You will need to register each of them separately online, but you will only need to go to the school once to bring in records.

Can I fill the forms out using a smartphone?

While the system is web-based, using a laptop, desktop computer, or tablet to complete the online forms is recommended for best results.

What if I need to stop and finish later?

You can save your work and return to complete it. After you have saved your registration, you will receive an email that will provide you with the information for restarting your registration. When you log back in to complete the process, the system will open on the start page, and you will click ahead to where you stopped. The information you submitted will be saved.

What does a red box mean?

The red box indicates that you are required to answer that question/provide that information.

What if I need to apply for Free or Reduced Lunch?

This information will be provided to you at a later date.

What happens after this process?

Montgomery County Schools staff will contact families with registration status within 2-3 business days. This includes scheduling a one-on-one academic assessment by a teacher to gauge kindergarten readiness.

Whom can I contact if I need help?

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Please use the contacts listed above for help with questions about general enrollment information, legally required documents, kindergarten readiness assessment, and/or receive assistance from an interpreter/translator or technical help.