



**MCS Quick Reference Enrollment Document**

Before any student is assigned to attend Montgomery County Schools (MCS), the student’s parent, legal guardian or sponsor must provide proof of legal residence in Montgomery County and proof of guardianship.

Step 1. Access enrollment packet: School Level Data Manager OR School Counselor OR Online [click here](#)

Step 2. Complete enrollment packet (three forms of proof of residency are required to complete enrollment, however, two received forms will allow enrollment to get started.)

**For Proof of Residency**

**ONE (1) of the following documents must be shown:**

|   |   |                           |
|---|---|---------------------------|
| Copy of residential deed <b>OR</b> record of most recent residential mortgage statement | Notarized residency Affidavit <b>AND</b> copy of mortgage statement, deed or lease from homeowner | Copy of residential lease |
|---|---|---------------------------|

**AND**

**TWO (2) of the following documents must be shown:**

|   |  |  |
|---|--|--|
| Any <b>ONE</b> utility bill or work order within the past 30 days including:<br>gas, water, electric, telephone/cable | Valid North Carolina Driver’s License <b>OR</b> Valid North Carolina Identification Card       | Dated within the past 30 days:<br>Payroll Stub, Bank Statement<br><b>OR</b><br>Credit Card Statement |
| Current Vehicle Registration  | Dated within the past year: Vehicle Tax Bill, Property Tax Bill, W-2<br><b>OR</b> Medical Card | Change of address card (Post Office)   |

Step 3. Verification of documents

- o Shannon Robinson, [shannon.robinson@montgomery.k12.nc.us](mailto:shannon.robinson@montgomery.k12.nc.us), 910-576-6511

Step 4. School Board approval

- o Go to step 5. OR
- o Denial contact Dr. Kevin Lancaster for assistance.

Step 5. Data Manager AND School Counselor

Data Manager - Verify student’s Home Language Survey and share results with English Language Learner teacher and Dr. Alisha Ellis.

Counselor – Verify student’s 504 or EC status and notify Ms. Margaret Miller for follow-up. Examine any custody agreement and advise Data Manager on PowerSchool entry.