



Registration Appointment Check List

The following documents are required for a complete enrollment. Please select an appointment date for when you will have all of the documentation prepared. We are not permitted to accept incomplete registrations.

Appointment Date:		Appointment Time:	
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	Document	Requirement	Notes
<input type="checkbox"/>	Registration Forms (see link below for forms. If coming from another FCPS, only the Student Registration form, ID and proof of residency are required.)	Filled out and signed by the enrolling parent (parent who is attending appointment with whom the child resides).	
<input type="checkbox"/>	Parent Photo ID	Original valid (unexpired) photo ID for enrolling parent.	
<input type="checkbox"/>	Birth Certificate (if new to FCPS)	Original required for us to see and copy for student's cumulative record.	
<input type="checkbox"/>	Proof of Residency	Deed or Lease. If you are living in the home of someone else with your child, you will need the residency affidavits (available on our registration appointment page) with a copy of the homeowner/lease holder's deed/lease and supporting documentation (x3) indicating your name and address. See appointment page for detailed info). <i>If neither of these scenarios is applicable to your residency status, please contact us.</i>	
<input type="checkbox"/>	Immunization Record	Must include proof of Tdap and Meningicocal.	
<input type="checkbox"/>	IEP/504 Plan (if applicable)	If your child has a 504 plan or an IEP, this information is helpful for proper classroom placement to ensure your child is adequately supported.	
<input type="checkbox"/>	Current Transcript/Grades	From the school last attended.	

Questions? Email cmspencer@fcps.edu

For additional info/forms/to make an appointment, etc., go to: <https://twainms.fcps.edu/student-services/registrars-corner> or scan the QR code with your cell phone's camera.

