



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, or after you've submitted an Online Registration (OLR - most efficient way to enroll). We are not permitted to accept incomplete registrations.

Appointment Date:

Appointment Time:

	Document	Requirement	Notes
<input type="checkbox"/>	Registration Forms Bundle or Online Registration (OLR) (see link below for forms. If coming from another FCPS, only the Student Registration form, Residency Attestation, 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). This person is also the one who is designated as responsible for annual form submissions and listed as the primary contact.	
<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 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 also contain proof of middle school required vaccines, Tdap and Meningococcal.	
<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"/>	Last Report Card/ Current Grades	From the school last attended.	

Questions? Email cmspencer@fcps.edu

To enroll via our Online Registration (OLR), complete forms electronically, and/or make an appointment, etc., go to: <https://twainms.fcps.edu/student-services/registrars-corner>