

Registering at Windy Hill Middle School

Welcome to Windy Hill Middle School! Please read through the following directions to ensure your registration process goes smoothly.

1. Go to your students current school and withdraw them. They should give you a packet of information that you will bring to Windy Hill Middle School. This packet should include ***withdrawal grades, recent test scores, immunization and birth certificate***. These items are required for registration.
2. In addition to the information from your previous school you will also need to provide a current ***Proof of Residency***. Without a current proof of residency we will be unable to register your student. We accept the following:
 - a. **Deed or Mortgage Coupon** – must have parent/guardian name and address
 - b. **Lease through a Management Company**- must have parent/guardian name and address
 - c. **Lease through a private party**- must have parent/guardian name and address and must be notarized
 - d. **Multiple Family Disclosure**- If the parent/guardian is not listed on the deed or lease you must contact our Pupil Personnel Worker, Ms. Riddle at 443-550-8467.
3. When you have all of your required documents please come to our school to register. Our summer office hours are Monday thru Thursday from 8-4. There are a few pieces of paper you will fill out and your student will be able to select electives.
4. We will then request the remainder of your student’s record from their previous school and our counselors will create a schedule. Schedules will be available at the new student orientation.
5. Please note that some students who have attended nonpublic schools or have been homeschooled will be required to test at the Board of Education so we can properly place them in classes. These students will be contacted by Ms. Espenschade to arrange testing after they have registered. Please see the following website for a list of approved schools:

<http://marylandpublicschools.org/about/Pages/DEE/NPSA/index.aspx>

Please remember to bring: Proof of Residency, Birth Certificate, Immunizations, Withdrawal Grades and Recent Test Scores. Thank you!