

**ESOL Intake Center at Old Court Middle School**  
**4627 Old Court Road; Baltimore, MD 21208**  
**410-887-6752; Fax – 410-922-4340**

**Enrollment Procedures**

Families must call the ESOL Intake Center to make an appointment Monday through Friday from 9:00 AM – 4:00 PM. **Please call 410-887-6752**

- All students not born in the United States who are new to Baltimore County Public Schools, including those who already speak English and have transfer cards from other U.S. schools.
- All students who are citizens of the United States and whose home language is not English.

English Language Learners are assessed at the Office of World Languages at the time of the appointment. This process includes:

- Testing of English proficiency
- Evaluation of foreign transcripts
- Evaluation of health records
- Recommendation for grade placement

Students must come to the Office of World Languages with a parent legal guardian and bring with them the following documents:

- Proof of residency in Baltimore County – rental/lease or property tax bill plus 2 pieces of recent mail with name and address
- Proof of age of student – birth certificate, passport or an alien registration card
- Proof of immunization of student – updated health records, if available
- Proof of education – transcripts or report cards from schools previously attended
- Photo ID of parent or legal guardian

Any documents presented during the interview will be treated confidentially. The information they contain will be used for school purposes only.

**Directions to the ESOL Intake Center at Old Court Middle School**

Take the Beltway (I-695) to exit 20, Reisterstown Road – SOUTH.  
Travel .7 miles to Old Court Road, turn right onto Old Court Road  
Drive 2 miles to the school on the left, make a left onto Rolling Road.  
Park to the left of the building and follow signs to **ESOL Intake Center**.

**Registrar:** Candice Lenet

**Pupil Personnel Worker:** Nicholas Kutson

**Administrative Assistant:** Emea Abellana