



Welcome to the 2019/2020 school year with DC Public Schools! Please complete this enrollment packet for the upcoming school year 2019-2020. We've made each of the forms available as fillable PDFs so you can type your answers and have information pre-populate throughout the packet.

When you're done, simply print the packet, gather your supporting documents, and take them to your school's front office. Step by step instructions are included below. You can locate all documents online at <http://enrolldcps.dc.gov/>. Translations are available in Amharic, Chinese, French, Spanish, and Vietnamese. At DCPS, we do not share student information with the federal government.

At DCPS it is our mission to ensure that each of our schools provides a world-class education that prepares ALL of our students, regardless of background or circumstance, for success in college, career, and life. It is an honor and a privilege to serve all students, and we look forward to another wonderful school year.

Step 1. Complete the forms in this packet.

- A. Enrollment Form
- B. Residency Form
- C. Consent Forms (Media Consent and Release, Release of Information to Military Recruiters, and Social Emotional Health Services)
- D. My School DC Seat Acceptance (*if applicable*)
- E. Notifications of Student and Parent/Guardian Rights
- F. Dietary Accommodation Form (*if applicable*)
- G. Immunization Requirements
- H. Universal Health Form
- I. Oral Health Form
- J. Medication Plan/Procedure Form (*if applicable*)

Step 2. Gather your supporting documents.

A few supporting documents are required to enroll your student:

New to any DCPS school

- A. One proof of age – examples include a birth certificate, hospital records, previous school records, passport, or baptismal certificate
- B. Proof of residency – *see Residency Form for a complete list of acceptable documents and verification methods*

Returning to your current DCPS school

- Proof of residency – *see Residency Form for a complete list of acceptable documents and verification methods*

Step 3. Submit all the packet and support documents to your student's school office.

Enrollment packets should be brought to your student's 2019/2020 school typically during business hours.

Step 4. Mark your calendar to complete the Free Lunch Application.

The application for households to receive free lunch will be available July 2019. Applications will be emailed to families. All families are encouraged to submit an application.

Please note DCPS is required by law to annually verify the District residency of each family seeking to enroll in DCPS. DCPS conducts this residency verification upon enrollment (residency must be verified within **ten calendar days** from the date the student first seeks to enroll). If you are unable to verify District residency in accordance with District requirements or you fail to agree to pay non-resident tuition, your student will be at risk for exclusion from attending DCPS. For any questions, please contact the DCPS Enrollment Team at enroll@k12.dc.gov or 202-478-5738.

Notice of Non-Discrimination: *In accordance with state and federal laws, the District of Columbia Public Schools does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. For the full text and additional information, visit <http://dcps.dc.gov/non-discrimination>.*