

School Year 2020-2021 Enrollment Guidance and Frequently Asked Questions

To help mitigate the spread of COVID-19 in our region, all DCPS school buildings are currently closed and distance learning is underway. Please find an official update to enrollment processes and deadlines below. These guidelines will be in place through the end of the school year on Friday, May 29, 2020.

The following is current as of Monday, April 27, 2020.

DCPS is excited to open enrollment to our families and welcome new students to our community! We are proud to serve more than 51,000 students and thrilled to launch School Year 2020-2021 (SY20-21) with your family.

Key updates to the SY20-21 enrollment process and deadlines:

- An electronic submission process for SY20-21 enrollment is available starting Monday, April 27. **Access the enrollment packet [here](#).**
- My School DC has extended the deadline to claim your matched seat. Families have until **5:00 pm on Monday, June 15** to enroll and claim their seat.

FAQs

1. How will this closure affect timelines for the My School DC lottery enrollment deadline?

For SY20-21, the deadline to enroll and claim a lottery-matched seat has been extended to 5:00 pm on Monday, June 15.

2. Since schools are closed through the end of the school year, will my student lose their matched seat?

All matches are guaranteed until 5:00 pm on Monday, June 15. Families have until then to enroll and claim their seat. As a reminder, all families are always guaranteed a seat at their [in-boundary school](#) for grades K through 12.

3. If my student is called off a waitlist before Monday, June 15, how long will they have to enroll and accept the offer?

Any student who is offered a seat from a waitlist more than five business days in advance of Monday, June 15 will also be given until Monday, June 15 to enroll and accept the offer.

4. When and how can I enroll my student for SY20-21?

DCPS is excited to open enrollment to our families and welcome new students to our community! An electronic submission process for SY20-21 enrollment is available starting today, Monday, April 27. Parents will need an email address to complete this process. **Access the enrollment packet [here](#)** from a computer, smartphone or other mobile device. Follow these steps to complete enrollment:

1. **Select the appropriate link** to complete the enrollment packet.
 - Enrollment forms are available in six languages (English, Spanish, Amharic, Vietnamese, French, Chinese). Each language has a unique link.
2. **Read the cover letter in full.**
 - The cover letter includes important information about how to complete enrollment and what documents are needed to submit your SY20-21 enrollment packet.



3. **Fill in all required and applicable information requested.**
 - There are 7 (seven) pages you must read and complete.
 - All required information is noted by an asterisk (*).
 - Do not select the *Signature Here* options located on the forms until you have completely finished reviewing and completing all the forms. You must finish reviewing and completing all 7 (seven) pages before you can sign.
 - If you do not have time to finish completing the packet, you can **select the *Save and Continue Later* option**, located at the bottom banner of the screen. It will prompt you to create an account with SeamlessDocs.
4. Once you have completed all the pages, **select the *Submit and Sign* button** located on the banner at the bottom of the screen.
5. You will be asked to **upload applicable attachments**.
 - New students must submit one proof of age. Acceptable proof of age document examples include a birth certificate, hospital records, previous school records, passport, or baptismal certificate.
 - All DC residents must prove residency. Acceptable proof of DC residency documentation can be found [here](#).
 - We encourage you to have all your documentation ready for uploading prior to beginning to complete the packet.
 - Documents can be uploaded in multiple formats, including pictures.
6. Follow the prompts for creating your electronic signature and **apply your signature** to the required 6 (six) places throughout the packet.
7. Once you have applied your signature to all the required forms, **select *Finalize and Submit***.
8. You will be asked *Who Else Needs to Sign this Document*, then **select the school in which you are completing enrollment** from the drop-down menu **and press *Continue*** to submit the enrollment packet.

Once submitted, you will receive a copy of your submitted packet. The school will then review your submission, follow-up with you as needed, and sign the packet, which signifies that enrollment is complete. You will then receive another email with a copy of the packet signed by your school. Your enrollment will not be considered final until the school official signs your forms and you receive an email confirming this has happened.

5. **Is the electronic submission process mobile-friendly?**

Yes. The electronic submission process for SY20-21 enrollment is mobile-friendly and can be completed from a smartphone or other mobile device. If you are required to upload documents, please make sure you have these documents or pictures available on your mobile device.
6. **What if I need help electronically submitting the SY20-21 enrollment packet?**

Please [contact your school](#) or enroll@k12.dc.gov if you need help with submitting enrollment to your school in any way.
7. **What if I do not have access to a mobile device, computer, or laptop that is required to submit the SY20-21 enrollment packet?** Please [contact your school](#) or enroll@k12.dc.gov if you require an alternate enrollment submission process.



8. Where can I find the DCPS SY20-21 Enrollment Packet and other enrollment-related forms?

The SY20-21 DCPS Enrollment Packet and other enrollment-related forms can be found [here](#).

9. Are there changes to how families prove DC residency?

For SY20-21, there are no changes in requirements for families, but alternative methods for submitting the necessary documentation will be available. All families will still complete a DCPS enrollment packet, prove DC residency, and submit all documents to their school. Acceptable proof of DC residency documentation can be found [here](#).

Because school buildings are closed until the end of the school year, families will not be able to submit enrollment paperwork in-person until further notice. To support families and schools, DCPS has determined an appropriate process for online submission of all enrollment documentation, including DC residency paperwork and the ability to provide e-signature options for families. This option is now available as of Monday, April 27.

10. Are there changes to the health-related enrollment requirements for SY20-21?

Given the changes to the enrollment process noted above, OSSE will now require that students and families provide Universal Health Certificates and Oral Health Assessments at the start of SY20-21, instead of at the time of enrollment. As a reminder, all students must be up to date on their immunizations in order to attend school.

11. If I have additional questions about enrollment, who can I contact?

If you have questions, we encourage you to take the following steps:

- Visit the [DCPS Enrollment website](#).
- [Contact your school directly](#) with enrollment-related questions.
- Contact the Enrollment Team at enroll@k12.dc.gov or (202) 478-5738.
- For lottery-specific questions, contact My School DC at (202) 888-6336 or info.myschooldc@dc.gov.