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 Monday, April 27. Parents and guardians will need an email address to complete this process. **Access the enrollment packet** here from a computer, smartphone or other mobile device.

Steps to Complete Enrollment:

1. **Select the appropriate link** to complete the enrollment packet: Enrollment forms are available as a unique link in six languages (Amharic, Chinese, English, French, Spanish, Vietnamese).
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.**
   a. There are seven (7) pages you must read and complete.
   b. All required information is noted by an asterisk (*). *NOTE: Your enrollment submission will not be complete until you fill out all required information. Your information does not auto-fill in all parts of the submission.*

> **TIP:** Want to get a head start on the process? Have all your documents (proof of DC residency, proof of age, etc.) saved on your electronic device and ready to go.

c. 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 seven (7) pages before you can sign.

d. 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.

- DCPS shall not disclose any information item I have placed a checked above;
- I hereby consent that DCPS may disclose any information item that I have not checked; and
- However, I understand that DCPS may still disclose this information if it is required to do so or if it is permissible under FERPA.

Student Name: _____   Parent/Guardian Name:_____

Signature:___ *Signature Here* ___   Date: ___ 06/05/2020 _____
                                            CLICK TO SIGN

Save and Continue Later

District of Columbia Public ... 00 First Street NE, Washington, DC 20002 | 202.478-5738| *dcps.dc.gov*   version 04.15.20

Submit & Sign

Save Your Work

You're almost there.

After pressing Save, we will email you a link to the submission to come back and finish your work.

You also can log into your account at any time to finish incomplete submissi.. ..d view completed forms.

Cancel   **Save Your Work**

TIP: When saving your enrollment submission you will be prompted to create a SeamlessDocs Account. Click "Register now" on the bottom of the right panel.

4. Once you have completed all the pages, **select the *Submit and Sign* button** located on the banner at the bottom of the screen

Student Name: Nancy Bob _____   Parent/Guardian Name: John Bob _____

Signature:___ *Signature Here* ___   Date: ___ 05/11/2020 _____
                CLICK TO SIGN   CLICK TO SIGN

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Submit & Sign

5. You will be asked to **upload applicable attachments.** Once finished click continue.

a. 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.

TIP: Refreshing your page could mean that you will have to start ALL over! It's always better to save than to refresh.

TIP: Before you can sign, any incomplete fields will be highlighted and asterisked (*) in *red*. **A red bar will appear on the bottom of your screen indicating which page is missing information.**

b. All DC residents must prove residency. Acceptable proof of DC residency documentation can be found here. *NOTE: Proof of DC residency can also be submitted through email to your SY20-21 school.*

Proof Of Age Of Student Click Here to Upload
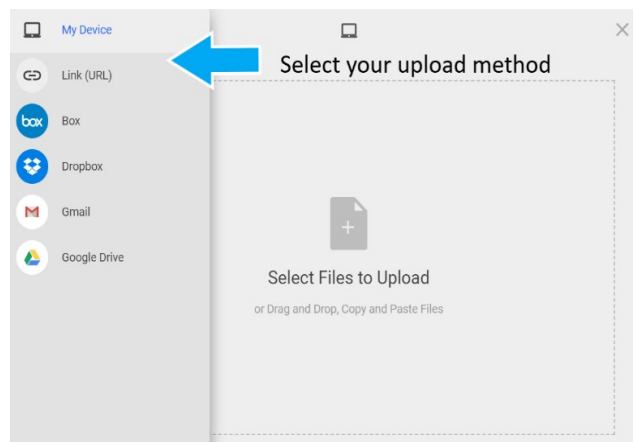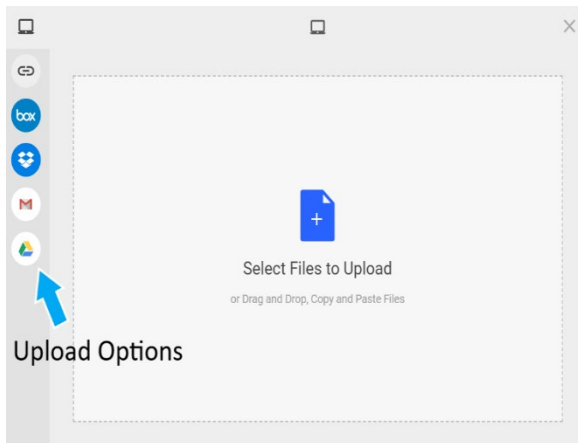
Proof Of Residency 1 Click Here to Upload

Proof Of Residency 2 Click Here to Upload

> **TIP:** If you saved your packet, you can return to upload your documents by clicking on the paperclip icon.

c. We encourage you to have **all your documentation ready** for uploading prior to beginning to complete the packet.

d. Documents can be uploaded in multiple formats, including pictures.

Upload Options

Select Files to Upload
or Drag and Drop, Copy and Paste Files

My Device
Link (URL)
Box
Dropbox
Gmail
Google Drive

Select your upload method

Select Files to Upload
or Drag and Drop, Copy and Paste Files

Attach File(s) to Document

Print Without Submitting Document

Save and Continue Later

Decline to Sign

TIP: Don't forget the toolbar on the bottom of your screen! When completing an enrollment packet, you will always have access to this when using a computer.

6. Follow the prompts for creating your electronic signature and **apply your signature** to the required 6 (six) places throughout the packet.

Create Your Signature   ✕

Please fill in your name and email and then either draw or type your signature below.

Full Legal Name   Your Initials

Email

Signature Type   ✔ Type   ○ Draw   ○ Upload Custom

Signature will be applied to the page. You will have a chance to review after signing.

☐ I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.

Apply Signature

Create Your Signature

eSigned via SeamlessDocs.com
John Bob
Key: f3a6db8e0a60524cfcaa6e019f38c3e1

Click to apply ➡ **Apply Signature**

7. Once you have applied your signature to all the required forms, **select *Finalize and Submit*.**

Student Name: Nancy Bob   Parent/Guardian Name: John Bob

Signature: *John Bob*   Date: 05/11/2020

① Parent/Guar…

② School Offici…

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🖨 💾 ⊘   ➡   **Finalize & 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.

-   *Note: <u>Do not forget this step! Selecting your school ensures that your enrollment form goes to your SY20-21 school</u>.*
-   **Note: Once you click "Finalize and Submit" you will NOT be able to edit your submission. We highly recommend reviewing your submission several times before you click the Finalize and Submit button! If you've made a mistake, no worries, you can** contact your school.

Who else needs to sign this document?

Please provide the next signer's name and e-mail address.

Select a Signer

School Official

Anacostia High School   ▾

↗

Continue

Once submitted, you will receive a copy of your submitted packet. The school will then review your submitted packet, 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, which confirms that enrollment is complete**. *NOTE: Confirmation may take more than three business days.*

Contact your school if you need help completing the electronic enrollment packet or if you cannot access the electronic submission process.

Frequently Asked Questions

1. *How will I know if my enrollment packet has been submitted successfully?*
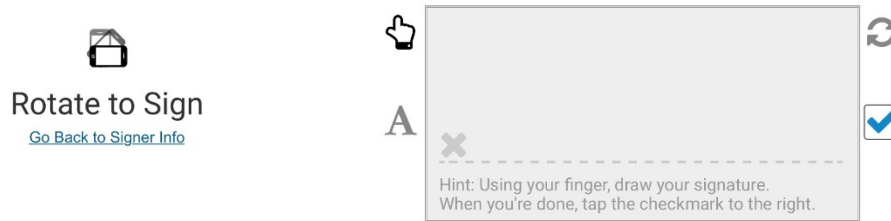   An email address is required when completing electronic submission. All families will receive a confirmation email when their submission has processed. If you have not received an email from Seamless Docs, it's likely that your submission was unsuccessful. Once received, you are highly encouraged to save a copy of your submitted packet.

2. *I am getting a "504 Gateway Error" after I select "Finalize and Submit", what does this mean?*
   Families can ignore the "504 Gateway Error- Timed Out" page. In most instances, your enrollment submission will have processed if you have selected "Finalize and Submit". Be sure to check your email to confirm that you have received a copy of your submitted enrollment packet. If you did not receive an email, please resubmit the enrollment packet.

3. *I'm using my mobile device for SeamlessDocs, will the process be different than using a computer?*
   The SY20-21 DCPS electronic enrollment form is mobile-friendly, however, there are a few differences. Families will have less options in the bottom toolbar when submitting your enrollment submission via your mobile device. Mobile users will have to use their touch screen in order to select different options in the form. Finally, when creating a signature, you will be prompted to rotate your screen. After rotating your screen, you will be able to manually sign your signature.

Rotate to Sign
Go Back to Signer Info

Hint: Using your finger, draw your signature.
When you're done, tap the checkmark to the right.

4. *Where can I find more information on electronic enrollment for SY20-21?*
   Frequently Asked Questions are available on the DCPS Enrollment website. All families are encouraged to read this document thoroughly before *starting* enrollment.

Amharic (አማርኛ)	Español
Chinese (中文)	Français
English	Vietnamese (Tiếng Việt)