DCPS is excited to open enrollment to our families and welcome new students to our community! For School Year 2021-2022 (SY21-22), families can complete enrollment electronically and on-paper starting Friday, April 2, 2021. This guidance document provides answers to frequently asked questions as well as information for families on how to complete the enrollment process electronically.

FAQs

1. **When and how can I enroll my student for SY21-22?**
   Enrollment is available to be conducted electronically and in-person at DCPS schools starting Friday, April 2, 2021. To enroll electronically, parents will need an email address to complete this process. **Access the electronic enrollment packet [here](#)** from a computer, smartphone or other mobile device. Follow these steps to complete enrollment:
   a. **Select the appropriate link** to complete the enrollment packet.
      — Enrollment forms are available in six languages (Amharic, Chinese, English, French Spanish, and Vietnamese). Each language has a unique link.
   b. **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 SY21-22 enrollment packet.
   c. **Fill in all required and applicable information requested.**
      — NOTE: The number of pages depends on the translated language.
      — 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 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.
         • If you created a SeamlessDocs account while enrolling your student for SY20-21, simply log in using your credentials to view past submissions. If you forgot your password, please select "Forgot password" and follow the prompts.
   d. Once you have completed all the pages, **select the *Submit and Sign* button** located on the banner at the bottom of the screen.
   e. 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 annually. 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.
   f. Follow the prompts for creating your electronic signature and **apply your signature** to the required 6 (six) places throughout the packet.
   g. Once you have applied your signature to all the required forms, **select *Finalize and Submit*.**

h. 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. If you want to access your submitted attachments, contact 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.

2. **Is the electronic submission process mobile-friendly?**
   Yes. The electronic submission process for SY21-22 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.

3. **What if I need help electronically submitting the SY21-22 enrollment packet?**
   Please contact your school or enroll@k12.dc.gov if you need help with submitting enrollment to your school in any way.

4. **What if I do not have access to a mobile device, computer, or laptop to submit the SY21-22 enrollment packet electronically?**
   SY21-22 enrollment can also be conducted in-person and on paper. Please contact your school or enroll@k12.dc.gov for in-person enrollment support.

5. **Where can I find the DCPS SY21-22 enrollment packet and other enrollment-related forms?**
   The SY21-22 DCPS enrollment packet and other enrollment-related forms can be found here.

6. **Are there changes to how families prove DC residency?**
   For SY21-22, there are no changes in requirements for families. Families may complete enrollment electronically or in-person at their school. All families will still complete a DCPS enrollment packet, prove DC residency, and submit all documents to their school – proof of residency can be submitted via SeamlessDocs or email Acceptable proof of DC residency documentation can be found here.

7. **Are there changes to the health-related enrollment requirements for SY21-22?**
   Similar to SY20-21, OSSE will now require that students and families provide Universal Health Certificates and Oral Health Assessments at the start of SY21-22, instead of at the time of enrollment. Families are encouraged to book doctor appointments and hand in medical documentation as early as possible, to ensure compliance *(Universal health certificate, oral health assessment, immunization records, medication authorization forms, if needed)*.

   As a reminder, all students attending school in DC must present updated immunization documentation by the first day of school. After 20 school days, non-compliant students will be removed from in-person learning until proper immunization documentation is received. Please contact your school nurse if you have additional questions about health forms or immunizations.

Steps to Complete Enrollment Electronically via SeamlessDocs:

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, and 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 SY21-22 enrollment packet.

3. **Fill in all required and applicable information requested.**
   a. You must read and complete all pages, which depends on the translated language.

   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 pages before you can sign. *NOTE: The number of pages depends on the translated language.*

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

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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 submission and 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.

If you created a SeamlessDocs account while enrolling your student in DCPS for SY20-21, log in using your credentials to view past submissions. If you forgot your password, please select "Forgot password" and follow the prompts.

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.

Proof Of Age Of Student Click Here to Upload

Proof Of Residency 1 Click Here to Upload
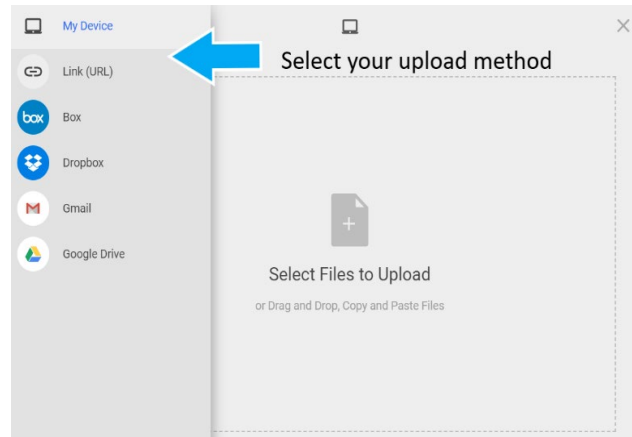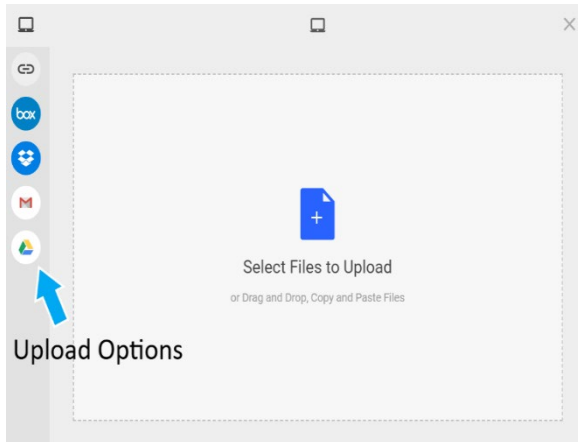
Proof Of Residency 2 Click Here to Upload

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

b. All DC residents must prove residency annually. Acceptable proof of DC residency documentation can be found [here](#). *NOTE: Proof of DC residency can also be submitted through email to your SY21-22 school.*

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 your upload method

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.
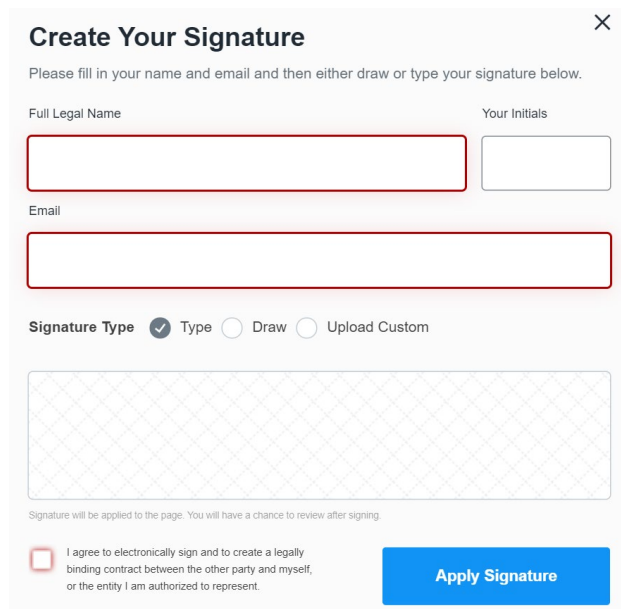
Attach File(s) to Document	Print Without Submitting Document	Save and Continue Later	Decline to Sign

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.**

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: eSigned via SeamlessDocs.com *John Bob* Key: f3a6db8e0a60524cfcaa6e019f38c3e1   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: Do not forget this step! Selecting your school ensures that your enrollment form goes to your SY21-22 school.*

   Note: We highly recommend reviewing your submission multiple times before you click the Finalize and Submit button! If you've made a mistake, 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 SeamlessDocs Questions

1. **How will I know if my enrollment packet has been submitted successfully?**
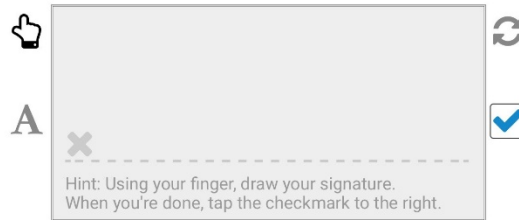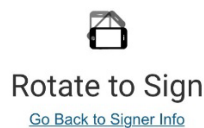   An email address is required when completing the electronic submission. All families will receive a confirmation email when their submission has processed. If you have not received an email from SeamlessDocs, it's likely that your submission was unsuccessful. Once received, you are highly encouraged 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 SY21-22 DCPS electronic enrollment packet is mobile-friendly, however, there are a few differences. Families will have less options in the bottom toolbar when submitting an enrollment packet via a 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 horizontally rotate your screen. After rotating your screen, you will be able to manually sign your signature.

Rotate to Sign
Go Back to Signer Info

A

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

4. **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 DCPS Enrollment Team at enroll@k12.dc.gov or (202) 478-5738.