



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

December 2023

# SY24-25 District of Columbia Public Schools Enrollment and Lottery Handbook

## **DCPS Notice of Non-Discrimination**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008 and the D.C. Human Rights Act of 1977, as well as all subsequent amendments of these acts, District of Columbia Public Schools (DCPS) does not discriminate in its education programs or activities (including employment therein or admission thereto) on the basis of actual or perceived race, color, disability, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, source of income, credit information, or status as a victim or family member of a victim of domestic violence, sexual offense or stalking. Sexual harassment is a form of sex discrimination, which is prohibited by Title IX of the Education Amendments of 1972. In addition, harassment based on any of the protected categories listed above is prohibited.

The policies and procedures discussed in this handbook are designed to ensure that DCPS does not discriminate on the basis of any of the above-referenced protected categories when admitting or enrolling students. To view our Notice of Non-Discrimination, relevant policies and to learn more about Anti-Discrimination within DCPS visit: [dcps.dc.gov/anti-discrimination](https://dcps.dc.gov/anti-discrimination). For more information or to file a complaint, contact the Comprehensive Alternative Resolution & Equity (CARE) Team at 1200 First St NE, 9th Floor, Washington, DC 20002; by phone at (202) 442-5405 or by email [dcps.care@k12.dc.gov](mailto:dcps.care@k12.dc.gov) or [the \(CARE\) Team](#). In addition to receiving claims of discrimination, the CARE Team is also responsible for receiving claims of bullying, denial of rights, or unfair treatment a student, parent or visitor encounters at a DC Public School. For more information visit: <https://dcps.dc.gov/page/studentparentvisitor-grievance-process>.

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## About the District of Columbia Public Schools Enrollment and Lottery Handbook

The District of Columbia Public Schools (DCPS) Enrollment and Lottery Handbook outlines and provides guidance to families and schools on the rules, guidelines, procedures, and practices for admission and enrollment in DCPS for School Year 2024-25 (SY24-25).

### Key Terms

**Adult Student:** A student who is 18 or older at the time of enrollment and eligible to complete enrollment themselves. If an adult student is residing with a parent, the adult student may establish residency using the parent’s address and verify District residency with a [sworn statement](#) and valid supporting residency documentation. If a student is under 18 at the time of enrollment but turns 18 during the school year, they remain a District resident and they do not need to re-submit enrollment paperwork through the end of the current school year.

- Review [OSSE’s Office of Enrollment & Residency Handbook](#) for more details.

**Citywide School:** A school that does not have a designated boundary and therefore cannot be claimed as an in-boundary school. Citywide schools can only be accessed through the lottery and do not provide guaranteed enrollment to any student/family. Students from across the District of Columbia must submit a My School DC lottery application to attend a citywide school. Students are not eligible to receive proximity preference at citywide schools.

- Review SY24-25 citywide schools on page 36.

**Compulsory Grade(s):** Grade(s) that generally correspond to the age range during which students are required by law to attend school. In the District of Columbia, students are required by law to attend school between the ages of five (5) and eighteen (18), which corresponds to kindergarten through grade twelve. A student must be five (5) years old by September 30 to be considered compulsory school age and enroll in kindergarten.

**Custodian:** A person to whom physical custody has been granted by a court of competent jurisdiction. (5-A DCMR § 5099)

**Dual Language Program:** A program that provides some or all its core instruction in a language other than English. Some dual language programs are whole school programs; some schools offer a dual language program strand and a non-dual language program strand. Dual language programs do require a lottery application to participate.

- Review SY24-25 Dual Language programs on page 36.

**Early Action Pre-Kindergarten Schools:** Early Action Pre-Kindergarten (PK) schools guarantee access to all in-boundary families in preschool (PK3) and prekindergarten (PK4). To secure an Early Action PK seat, in-boundary families must submit a My School DC lottery application online to their in-boundary school by the PK3-8 deadline. In-boundary families who submit a My School DC application by the deadline are guaranteed an Early Action PK match if they are not matched to any other higher-ranked school.

- Review SY24-25 Early Action PK schools on page 16.

**Feeder Pattern School:** A feeder pattern school is a school that a student has the right to attend based on completion of the terminal grade of a student’s current school. This assignment only happens during the years a student moves from elementary to middle school, or from middle school to high school, or from an education campus to high school. There are two types of feeder patterns:

- **Geographic Feeder Pattern:** Geographic Feeder Pattern schools are grouped by school boundary and proximity. Geographic feeder pattern rights extend to students who enrolled in a school through a formal placement as well as to those who enrolled out-of-boundary through the My School DC lottery. Geographic feeder pattern rights do not extend to students who enroll as in-boundary students and then move out of the boundary, or to out-of-boundary students who withdraw before completing their school's terminal grade. For more information about moving out-of-boundary after enrolling, see page 10.
- **Programmatic Feeder Pattern:** Programmatic feeder pattern schools/programs are organized by a specialized program of study (such as dual language). A programmatic feeder pattern provides the right for a student enrolled in a specialized school/program to enroll in the next level school within the specialized course of study as they transition into middle school or high school.
  - Review SY24-25 feeder patterns on page 10.

**Formal Placement:** A DCPS-identified school location that the student has a right to attend without having to enroll in their in-boundary school or submit a My School DC lottery application.

**Geographic Feeder Pattern:** See *Feeder Pattern School*.

**Guardian:** A person who has been appointed legal guardian of a student by a court of competent jurisdiction. (5-A DCMR § 5099)

**In-Boundary Preference:** A lottery preference that only applies to DCPS preschool (PK3) and prekindergarten (PK4) at in-boundary schools, or to students in K-5 applying to the Dual Language strand at their in-boundary elementary school. PK3 and PK4 applicants receive a lottery preference at their in-boundary DCPS school. K-5 students who's in-boundary school offers a dual language strand will also receive an in-boundary preference if applying to the dual language strand.

- See page 38 for more information on applying to in-boundary dual language strands.

**In-Boundary School (also Neighborhood or Zoned School):** A school that a student has the right to attend based on a student's home address.

- To identify a student's in-boundary school, go to [enrolldcps.dc.gov/node/41](http://enrolldcps.dc.gov/node/41).
- See page 12 for maps of the SY24-25 school boundaries by school level.

**Location of Services:** A Location of Services (LOS) is the school building where a student with a disability can receive the services according to their Individualized Education Program (IEP). The LOS should be as close as possible to the student's neighborhood school and be able to provide a free and appropriate public education (FAPE). A change in LOS does not mean the IEP and placement have changed.

An LOS letter is a document that DCPS sends to families when the in-boundary school is unable to implement the student's IEP. The LOS letter informs families which school their child should enroll to receive their IEP services, the special education contact person at that school, and the school year the services will start at that school.

**Lottery Preference:** A special designation given to lottery applicants, depending on specific criteria. DCPS assigns lottery preferences and offers available spaces to students in accordance with assigned preferences.

- Review DCPS preference types on page 17.

**Montessori:** The goal of Montessori education is to foster a child's natural inclination to learn. Montessori teachers guide rather than instruct, linking each student with activities that meet their interests, needs, and developmental level. The classroom is designed to allow movement and collaboration, as it also promotes concentration and a sense of order.

- Review DCPS Montessori schools/programs on page 37.

**My School DC Application:** An online application that families must use to apply for all DCPS preschool (PK3) and prekindergarten (PK4) programs, including at their DCPS in-boundary school; DCPS out-of-boundary schools (PK3-12); DCPS dual language strand programs at any DCPS school (PK3-5); DCPS citywide schools (PK3-12); and DCPS selective high schools and programs (9-12). Participating DC public charter schools also use the My School DC Application. The My School DC application is available at [MySchoolDC.org](http://MySchoolDC.org). Families can call the My School DC hotline for support: (202) 888-6336 Monday – Friday 8:00am-5:00pm.

**My School DC Lottery:** A single, random lottery that determines placement for new students at all participating My School DC lottery schools.

- To learn when a lottery application is required, see page 15.
- For Key Dates related to the My School DC lottery, see page 16.

**My School DC Mid-Year Application:** The application for students in grades PK3-12 who move into the District or who seek to transfer from their current school to another DC public school (DCPS or charter) during a given school year. For more information about mid-year application, see page 35. The mid-year application period begins the day after Count Day, typically October 6.

**My School DC Post-Lottery Application:** The application used to apply to participating schools if a family misses the lottery application deadlines for a given school year or seeks to add schools to an existing application. The Post-Lottery application period extends from the day after an application deadline through Count Day, typically October 5, for all grades. The My School DC Post-Lottery Application is available at [myschooldc.org](http://myschooldc.org).

**Neighborhood School:** See *In-Boundary School*.

**Other Primary Caregiver:** A person other than a parent, legal custodian, or court-appointed guardian who is the primary provider of care or control and support to a student who resides with them, where the student’s parent, custodian, or guardian is unable to supply such care and support. Other Primary Caregivers must submit evidence that they are the primary caregiver of the student and establish DC residency as required on the DC Residency Verification (DCRV) form, in addition to establishing their status as an Other Primary Caregiver. *Please note: An individual who seeks to enroll a student as an Other Primary Caregiver is not the legal guardian or custodian of a student and the educational rights of parents, guardians, and custodians are not limited because their student is enrolled by an individual who meets definition of other primary caregiver.*

- Please visit the OSSE Office of Enrollment and Residency (OER) at [osse.dc.gov/publication/other-primary-caregiver-forms](http://osse.dc.gov/publication/other-primary-caregiver-forms) to review the Other Primary Caregiver (OPC) Form.

**Out-of-Boundary School:** A school other than a student’s in-boundary school.

**Parent:** The natural parent, stepparent, or parent by adoption who has custody or control of a student including joint custody. (5-A DCMR § 5099)

**Participating Lottery School:** Any school (DCPS or charter) that has agreed to be part of the My School DC lottery. Most DCPS and DC public charter schools are participating lottery schools.

**PK3 (also Preschool):** An early childhood program that serves students who are at least three years old by September 30 of the school year they enroll.

**PK4 (also Prekindergarten):** An early childhood program that serves students who are at least four years old by September 30 of the school year they enroll.

**Programmatic Feeder Pattern:** See *Feeder Pattern*.

**Proximity Preference:** A lottery preference provided to students who live greater than a half-mile walking distance from their zoned DCPS elementary school and apply to attend an out-of-boundary school that is a half-mile or less walking distance from their home. This preference only applies to students enrolling in grades PK3-5. Proximity preference is not offered at citywide or selective schools.

**Residency Verification:** A part of the annual enrollment process that requires parents, guardians, custodians, adult students, or other primary caregivers to provide proof that they reside in the District of Columbia each school year.

- Learn how to prove DC residency on page 31.

**Right-to-Attend School:** A DCPS school where students can enroll in grades K-12 and do not have to go through the lottery. There are two types of right-to-attend schools for DCPS K-12 students: in-boundary schools and feeder pattern schools. Students also have the right to re-enroll in their current school for the upcoming school year.

**Selective High School and Program:** A DCPS high school or program that admits students based on specific eligibility criteria and requires application for entry into the school. All students eligible to enroll in grades 9-12 can apply, but only those who meet a selective high school's or program's requirements will be eligible to attend. DCPS selective high schools and programs have no boundaries and admit students based on specific criteria. Students applying to one or more DCPS selective high schools and programs must complete an additional section of the My School DC application. The additional section is different for each school or program because each school or program has its own requirements.

- Review DCPS selective high schools/programs and admissions requirements on page 36.

**Sibling:** A child who has at least one parent or legal guardian in common with a current DCPS student.

**Sibling Attending Preference:** A My School DC lottery preference provided to a student who has a sibling who resides in the same household as the student, as defined above, currently enrolled and attending at the school.

- See page 18 for more information on sibling preference.

**Sibling Offered Preference:** A My School DC lottery preference provided to a student whose sibling who resides in the same household as the student has been offered a space at a school through the lottery.

**Specialized School or Program:** A school or program that provides a substantially different education experience than other schools or programs in DCPS or the school that houses the program. Some specialized schools/programs may have eligibility criteria. Specialized schools or programs at DCPS can include Arts, Dual Language, Early College, Global Studies, International Baccalaureate, Montessori, STEM, and more.

**STEM (Science, Technology, Engineering, and Math):** STEM integrates science, technology, engineering, and math so that each of these content areas is taught within other content areas and equally alongside literacy and composition. The goals of DCPS STEM integration are to improve student readiness for STEM majors and careers as well prepare all students to be STEM literate citizens.

**Terminal Grade:** The final grade that a school offers, e.g., grade 5 for elementary schools, grade 8 for PK-8 education campuses and middle schools, and grade 12 for 6-12 education campuses and high schools.

**Waitlist:** Waitlists contain students interested in enrolling at a school, but who were not matched through

the lottery process. My School DC oversees the waitlists of all schools participating in the lottery. However, schools determine whether space is available at their school, when to call students off the waitlist, and the deadline to accept or decline a waitlist offer. Schools offer available spaces to students in numerical order as determined by the lottery. For example, students with numbers 1 through 7 on a waitlist must be made offers before number 8.

**Zoned School:** *See In-Boundary School.*



## DCPS Enrollment Admissions Methods

The three admission methods and applicable scenarios below are the only acceptable methods for enrollment in DCPS.

Admission Method	Applicable Scenarios
1. <b>By Right</b>	1. The student's home address is within the boundary for the school of enrollment and the student will enroll in grades K-12. <b>All PK3 or PK4 students must submit a My School DC lottery application.</b>
	2. The student completed the terminal grade in a school and will enroll in the designated geographic or programmatic feeder school entry grade. <b>Geographic feeder pattern rights do not extend to students who enroll as in-boundary students and then move out of the boundary or to students who have withdrawn from an out-of-boundary feeder pattern at any point.</b>
	3. Student is re-enrolling for the next grade in their current school.
2. <b>By My School DC Lottery</b>	1. All new Preschool (PK3) and Prekindergarten (PK4) students.
	2. All new students enrolling in K-12 DCPS schools outside a student's boundary or feeder pattern.
	3. All new students entering a dual language strand of their in-boundary school (does not include whole school programs). (PK3-5)
	4. All new students entering DCPS citywide schools (PK3-12).
	5. All new students entering DCPS selective high schools/programs (9-12).
3. <b>By Formal Placement</b> (Placement for students in the following circumstances are the only allowable exceptions to the standard in-boundary and lottery enrollment processes.)	1. <b>Division of Specialized Instruction:</b> Student is placed in a self-contained program, e.g., BES, CES, ILS, SLS. <sup>1</sup>
	2. <b>Early Stages:</b> Students with disabilities placed into a reserved Early Stages priority seat for PK3 or PK4.
	3. <b>Language Acquisition Division:</b> English Learners placed into appropriate programs based on grade placement recommendations for students coming from outside the US and evaluation of foreign transcripts for secondary students.
	4. <b>Student Placement Office:</b> <ol style="list-style-type: none"> <li>a. Youth Committed to the Department of Youth Rehabilitation Services (DYRS)/Supervised by Family Court Social Services Division (FCSSD)</li> <li>b. Children in the Custody of the Child &amp; Family Services Administration (CFSA)</li> <li>c. Discretionary Out-of-Boundary Transfer</li> <li>d. Families Displaced by Natural Disasters</li> <li>e. Students of Military Families</li> <li>f. Victim, Involuntary, and Immediate Transfers (Safety)</li> <li>g. Victims of Domestic Violence (DC SAFE Lethality Assessment Project)</li> <li>h. Disengaged Youth and Opportunity Academy Referral Process</li> <li>i. Non-Dual Language Alternative School Placement (Sister School)</li> <li>j. Homeless Children &amp; Youth Program Supports</li> <li>k. Migrant Families</li> </ol>

<sup>1</sup> This non-comprehensive list of self-contained program acronyms stand for the following: Behavior and Education Support (BES); Communication and Education Support (CES); Independence and Learning Support (ILS); and Specific Learning Support (SLS).

## Admissions by Right

### Right-to-Attend K-12 Schools

DCPS is the local public school system of Washington, DC. DC law requires students to attend school between their fifth (5<sup>th</sup>) and eighteenth (18<sup>th</sup>) birthdays<sup>2</sup> which generally corresponds to kindergarten through grade 12. Students who are five years old by September 30 are considered compulsory age and are required to attend school. All DCPS schools are free to DC residents. Every compulsory age student who lives in Washington, DC, has at least one right-to-attend DCPS school per grade band — a school where they can enroll at any time. A right-to-attend school can be identified as a student’s in-boundary school or feeder pattern school. Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery.

#### Identify A Student’s In-Boundary School

Visit: <http://enrolldcps.dc.gov/node/41>

Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

Current attendance boundaries and feeder patterns may be accessed via the DCPS website.<sup>3</sup> Feeder patterns are subject to change each year.

### Grade Level Enrollment

DCPS strictly adheres to the age requirements outlined in [5-E DCMR § 2004](#) for enrollment into Pre-K and Kindergarten programs. These regulations include the requirement for students to be five years of age on or before September 30 to be eligible for admission to kindergarten.

- For more information about Pre-Kindergarten and Kindergarten Enrollment, Promotions, and Retentions FAQs for Parents and Guardians visit <https://dcps.dc.gov/ece>.

Compulsory-age students should enroll in their age-appropriate grade outlined in [5-E DCMR § 2004](#). If the family wants to explore enrolling in a grade level outside of what is age-appropriate, they should discuss with the school leader.

- Review the DCPS Promotion Policy [here](#).

### Moving Out-of-Boundary After Enrolling

Where a PK-12 student has been attending an in-boundary school and then moves out of boundary while remaining in the District of Columbia, the student has the right to attend their new in-boundary school and can apply to schools outside of the boundary via the My School DC lottery.<sup>4</sup> All families are required to notify the school of any change of residence within three (3) school days of such change.

- Contact the DCPS Enrollment Team [enroll@k12.dc.gov](mailto:enroll@k12.dc.gov) with any questions.

### SY24-25 Feeder Patterns

The SY24-25 DCPS School Feeder Patterns are active for students transitioning grades between SY23-24 and SY24-25. Feeder pattern rights allow students who complete the terminal grade in a school the right to enroll in the designated geographic or programmatic feeder school entry grade. Geographic feeder pattern rights do not extend to students who enroll as in-boundary students and then move out of the boundary or to students who have withdrawn from an out-of-boundary feeder pattern at any point. Feeder rights are subject to change based on student assignment phase-in policies and grandfathering clauses. Please see page 15 for more information on Student Assignment and School Boundary Changes.

- Review the [SY24-25 DCPS School Feeder Patterns](#).

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<sup>2</sup> D.C. Official Code § 38-202(a).

<sup>3</sup> <https://dcps.dc.gov/boundaries>

<sup>4</sup> DCMR 5-A § 2105 (1977)

## MacArthur High School

### Boundary Changes

MacArthur High School opened in SY23-24 as a neighborhood high school with a boundary. The boundary for MacArthur High School is identical to the boundary for Hardy Middle School. Since MacArthur opened, all students living in-boundary to Hardy Middle School gained the right to attend MacArthur High School and are no longer in-boundary for Jackson-Reed High School. [Check your in-boundary school](#). No students enrolled in Jackson-Reed at the time MacArthur opened were required to switch schools and some students are eligible for phase-in policies, or “grandfathering”. [Review MacArthur FAQs](#) on the DCPS site: <https://dcps.dc.gov/macarthur>.

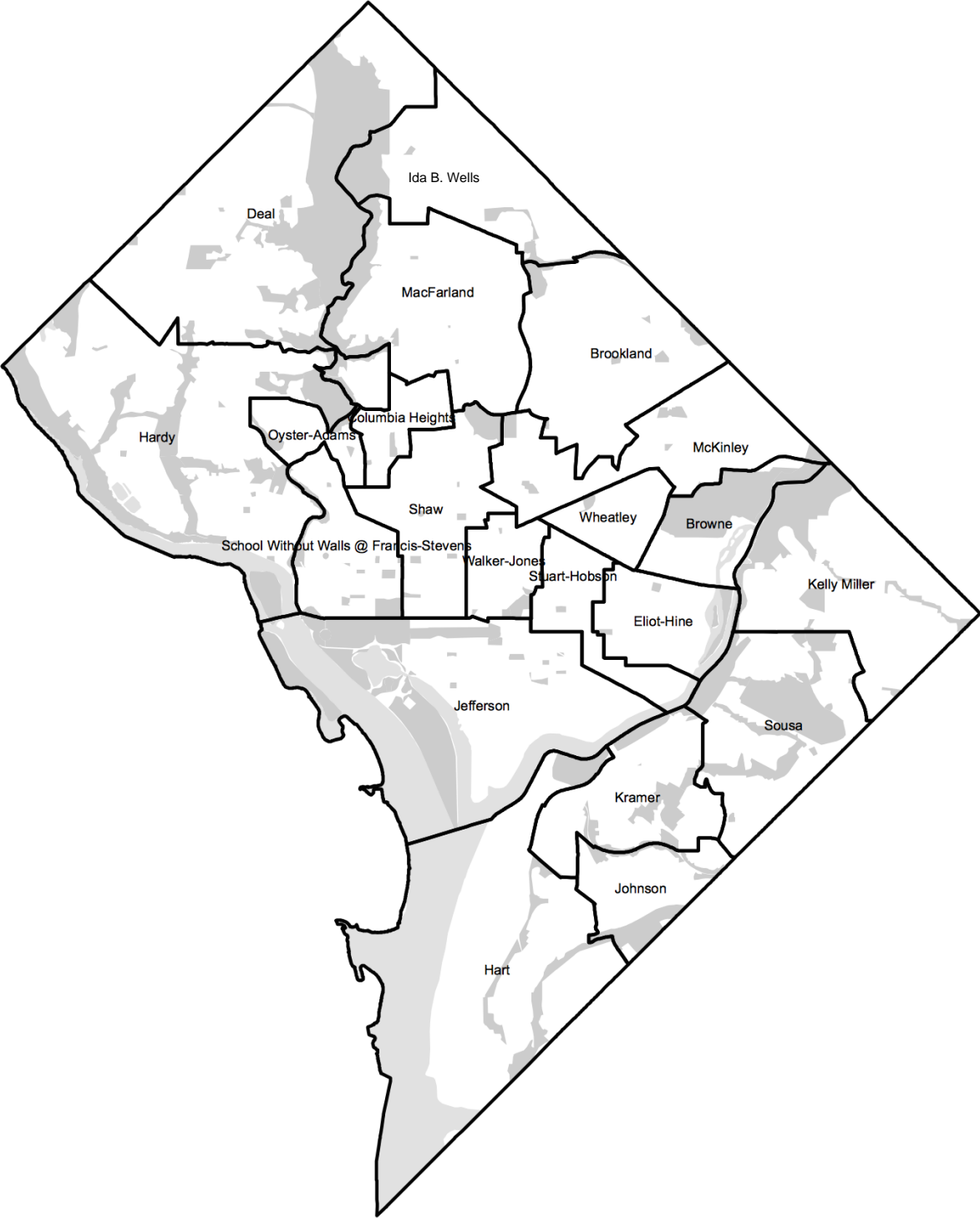
### Feeder Pattern Changes

MacArthur High School is also the destination school for all students attending Hardy Middle School. When MacArthur High School opened, Hardy Middle School was reassigned from the Jackson-Reed High School feeder pattern to the MacArthur High School feeder pattern. Some students are eligible for phase-in policies, or “grandfathering”. Please see this FAQ [https://dcps.dc.gov/sites/default/files/dc/sites/dcps/page\\_content/attachments/MacArthur%20FAQ3\\_Eng\\_v2.pdf](https://dcps.dc.gov/sites/default/files/dc/sites/dcps/page_content/attachments/MacArthur%20FAQ3_Eng_v2.pdf) on the DCPS site: <https://dcps.dc.gov/macarthur>.



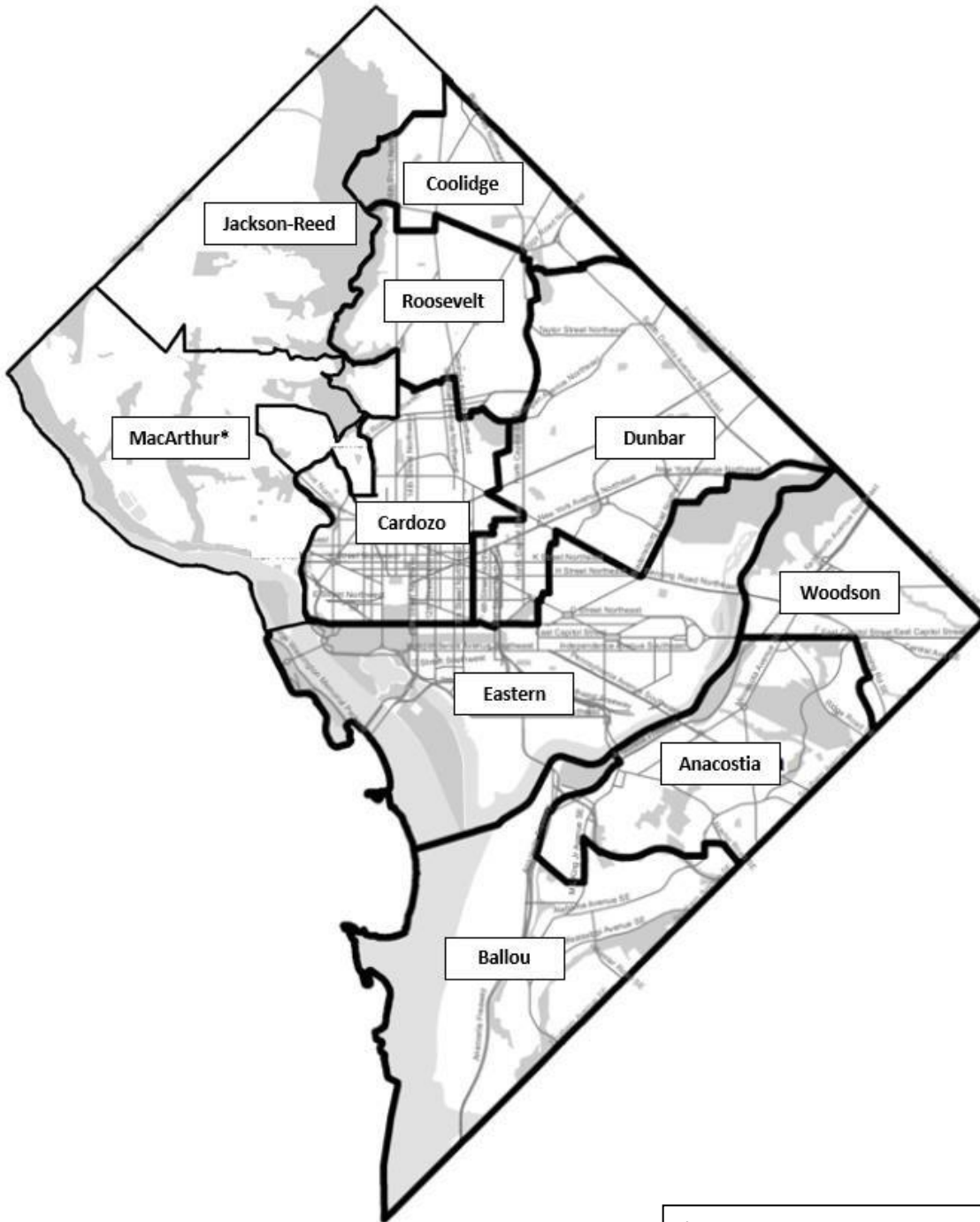
# SY24-25 Middle School Boundary Map

To identify a student's in-boundary middle school, visit [enrolldcps.dc.gov/node/41](http://enrolldcps.dc.gov/node/41).



## SY24-25 High School Boundary Map

To identify a student's in-boundary high school, visit [enrolldcps.dc.gov/node/41](https://enrolldcps.dc.gov/node/41).



\*MacArthur High School opened in SY23-24. Its boundary is identical to the boundary of Hardy MS. Students living in the MacArthur High School boundary no longer have boundary rights to Jackson-Reed High School, as of SY23-24.

## Student Assignment and School Boundary Changes

DCPS occasionally updates its school boundaries, feeder patterns, and other student assignment policies, as needed. With the opening of MacArthur High School in SY23-24, the boundary of and the feeder pattern to Jackson-Reed High School has changed. Hardy Middle School is no longer a feeder school to Jackson-Reed High School – but phase-in policies will continue for SY24-25. For information about boundary and feeder pattern changes related to the opening of MacArthur HS, please visit <https://bit.ly/MacArthurFAQ>.

Sibling and other phase-in policies from previous boundary changes remain active. For more information on student assignment and phase-in policies, boundaries, and feeder patterns, please visit [dcps.dc.gov/boundaries](https://dcps.dc.gov/boundaries).

## Admissions by My School DC Lottery

### About the My School DC Lottery

The Office of the State Superintendent of Education (OSSE) oversees the My School DC lottery in collaboration with the Office of the Deputy Mayor for Education, DCPS, the DC Public Charter School Board and participating public charter schools. My School DC is governed by a board called the Common Lottery Board with representation from both DCPS and participating public charter schools. Families can apply and rank up to 12 schools on one common application per student.

#### Learn More about My School DC

Visit: [www.myschooldc.org](http://www.myschooldc.org)

Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

A My School DC lottery application IS required to:

- Apply to attend as a new PK3 or PK4 student at any DCPS school, including your DCPS in-boundary school.
- Apply to attend grades K-12 as a new student at an out-of-boundary DCPS school.
- Apply to attend as a new student at a DCPS citywide school (PK3-12).
- Apply to attend as a new student at a DCPS selective high school/program (9-12).
- Apply to attend the dual language strand at one of the following elementary schools (PK3-5): Cleveland ES, Marie Reed ES, and Tyler ES (1-5)
  - *This applies to all students, including in-boundary students.*<sup>5</sup>

A My School DC lottery application is NOT required to:

- Enroll in grades K-12 at an in-boundary or geographic or programmatic feeder DCPS school.
- Re-enroll in their current school or the current strand within their current school.
- Enroll via a formal placement.

The My School DC lottery process is available to all DC residents. No student shall be denied admission into DCPS as the LEA because of disabilities or suspected disabilities. No student shall be denied admission into DCPS based on their English language proficiency. However, DCPS may enroll the student at a different campus within the LEA than where the student was matched to appropriately serve the student's IEP or ELL needs. A student's IEP status is not disclosed during the lottery application process. Lottery applicants are not required to provide information about a child's disability, including whether the child has an IEP, to schools to which they are applying in the My School DC lottery.

Students with limited English proficiency can apply to any DCPS school. DCPS does not discriminate based on the language needs or preferred home language of students. The My School DC application asks for the guardian's

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<sup>5</sup> All families, including in-boundary families, need to apply to attend the dual language track at the three DCPS elementary schools that offer both a traditional and a dual language strand: Cleveland ES, Marie Reed ES, and Tyler ES (1-5). In-boundary students will receive a preference but will not be guaranteed a seat. Students currently enrolled in the dual language strand will not need to apply to re-enroll. In-boundary students will not need to apply to attend the traditional strand. For more information see page 38.

preferred language so My School DC can better communicate with the guardian. It is not used for a student's placement and does not impact lottery results in any way.

Lottery applications may be submitted online via [www.myschooldc.org](http://www.myschooldc.org). Lottery applications can also be completed via phone by calling the My School DC hotline at (202) 888-6336 Monday-Friday 8:00am – 5:00pm, or at any DCPS school.

SY24-25 My School DC Lottery Application Timeline	
Saturday, December 2, 2023	EdFEST (PK3-Grade 8)
Saturday, December 9, 2023	EdFEST (Grades 9-12)
Monday, December 11, 2023	My School DC Application Opens (all grades)
Thursday, February 1, 2024, 11:59pm EST	Application Deadline (grades 9-12)
Friday, March 1, 2024, 11:59pm EST	Application Deadline (grades PK3-8)
Friday, March 29, 2024	Lottery Results are Released, Enrollment Season Opens for SY24-25
Wednesday, May 1, 2024	Lottery-Match Enrollment Deadline

### Preschool (PK3) and Prekindergarten (PK4)

To enroll new three- and four-year-olds in school, all families must apply through the My School DC lottery. Families may enroll children in preschool (PK3) if the child is at least three years old and in prekindergarten (PK4) if the child is at least four years old, respectively, by September 30.<sup>6</sup>

DCPS places a strong value on early childhood education and strives to make seats in these grades available to as many children as possible in a fair and equitable way. However, because students are not required by law to attend school until age five,<sup>7</sup> students are not generally guaranteed seats in PK3 or PK4.

#### Early Action PK

Early Action is the only guaranteed PK in the city. Early Action PK guarantees access to PK3 and PK4 programs for all in-boundary families at designated Early Action PK schools. To secure an Early Action PK seat, in-boundary families must submit a My School DC lottery application by the Friday, March 1, 2024 11:59pm EST deadline. The Early Action PK school must be included as a choice on the application and the school should be ranked in your true order of preference on the application. Families will receive an Early Action PK match at their in-boundary Early Action PK school if they are not matched to any other school ranked higher on their My School DC lottery application.

If the child is matched with the in-boundary school, the family must enroll the student by the lottery enrollment deadline (Wednesday, May 1, 2024), as with all lottery matches. If a student is matched with a PK3 or PK4 seat at a school ranked higher than the in-boundary school, the student will no longer qualify for Early Action PK at the in-boundary school but will still retain their in-boundary preference at the school if they choose to apply again.

SY24-25 Early Action PK for in-boundary families in PK3 and PK4 will be available at the following schools:

1. Browne Education Campus (Ward 5)
2. Bunker Hill Elementary School (Ward 5)
3. Burroughs Elementary School (Ward 5)
4. Drew Elementary School (Ward 7)
5. King Elementary School (Ward 8)

<sup>6</sup> 5-E DCMR § 2004.

<sup>7</sup> D.C. Official Code § 38-202(a).



6. Langley Elementary School (Ward 5)
7. Lorraine Whitlock Elementary School (Ward 7)
8. Miner Elementary School (Ward 7)
9. Moten Elementary School (Ward 8)
10. Noyes Elementary School (Ward 5)
11. Stanton Elementary School (Ward 8)
12. Takoma Elementary School (Ward 4)
13. Thomson Elementary School (Ward 2)
14. Truesdell Elementary School (Ward 4)
15. Turner Elementary School (Ward 8)
16. Wheatley Education Campus (Ward 5)

## Out-of-Boundary Neighborhood Schools

For students eligible to enroll in grades K-12 who wish to attend an out-of-boundary neighborhood school, families must apply through the My School DC lottery.

### Learn about DCPS School Options

Visit: <http://profiles.dcps.dc.gov/>  
 Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

## Citywide Schools

A citywide school is a school that does not have a boundary and therefore cannot be claimed as an in-boundary school by any students. Students must submit a My School DC lottery application to attend a citywide school at any grade but are able to re-enroll the next school year without applying. Students are not eligible to receive proximity preference at citywide schools.

- Review SY23-24 DCPS citywide schools on page 36.

## Selective High Schools/Programs

DCPS has eight (8) selective high schools/programs that admit students based on specific admissions processes and selection criteria. To be considered for admission to a selective high school/program, all students must submit a My School DC lottery application. Any students eligible to enroll in grades 9-12 can apply to these schools or programs, but only those who meet a selective high school's/program's specific admissions criteria will be eligible to receive a lottery match or waitlist offer.

- For more information on admission criteria and eligibility please refer to page 36.

## Lottery Preferences

Students may be eligible for a lottery preference at one or more schools. Students with a preference at a school are offered space at that school before students who do not have a preference or, if waitlisted, receive a higher waitlist placement than students without a preference.

DCPS assigns lottery preferences to students to match them with schools in their neighborhoods and keep siblings together. The following preferences are extended to SY24-25 for DCPS lottery applicants who meet specific criteria:

1. Equitable Access preference (PK3/PK4 applicants only)
2. In-boundary preference (PK3/PK4 and Dual Language strand applicants only)
3. Sibling preference
4. Proximity preference

### Learn about the Lottery Algorithm

[This video](#) explains how the algorithm works.  
 Contact My School DC  
[info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov) or (202) 888-6336  
 Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

5. Transfer preference (MacArthur High School applicants only)

## Waitlist Movement

Log into your [family account](#) to see your student's waitlist positions in real time. Your student's waitlist number can move up and down as post-lottery applicants with preferences apply. They will also move up and down due to the nature of the [sibling offered preferences](#): one child receiving a waitlist offer at a school may result in their sibling moving up on the waitlist. At any time you can change the ranking of your schools after lottery results are released if your ranking preferences change, but this does not change your student's position on a waitlist.

Additionally, some available lottery seats at schools with Equitable Access Designated Seats are reserved for qualifying applicants. More information on the Equitable Access Designated Seats is available on page 21.

### 1. Equitable Access Preference (PK3/PK4 applicants only)

Eligible applicants are those who meet at least one of the following criteria:

- Experiencing homelessness,
- In the District's foster care system,
- Receiving Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits, or
- In high school and are one year older, or more, than the expected age for the grade in which they are currently enrolled.

### 2. In-Boundary Preference (PK3/PK4 applicants and dual language strand applicants only)

To provide families with a better chance of securing a PK3 and PK4 seat at their in-boundary school, families who apply for a PK3 or PK4 seat are provided with an in-boundary preference at their in-boundary school through the My School DC lottery.

- *Note on Dual Language Strands:* For elementary schools that offer both a traditional and a dual language strand (Cleveland Elementary School, Marie Reed Elementary School, and Tyler Elementary School), in-boundary students will receive a preference but will not be guaranteed a seat in the dual language strand. In-boundary students continue to have a right to attend the traditional (non-dual language) strand in K-5 at those schools. Students currently enrolled in the dual language strand will not need to apply to re-enroll for the following school year. See page 38 for more information.

**Identify A Student's In-Boundary School**  
Visit: <http://enrolldcps.dc.gov/node/41>  
Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

**How to Claim:** No action is needed. This preference is automatically applied to a My School DC lottery application based on home address. A family's in-boundary home address is verified at the school level at the time of enrollment as part of the DC residency verification process. **Families unable to verify DC residency and residence within the school's boundary at the time of enrollment will forfeit the preference and will have their offer (and subsequent enrollment) removed.** They will be placed back on the school's waitlist according to their random lottery number and any other preference for which they previously qualified, but without the in-boundary preference.

### 3. Sibling Preference

Enrolling siblings together at a school is beneficial to students, families, and schools. As such, DCPS provides a sibling preference through the My School DC lottery. Students with a sibling who currently attends the DCPS school that the preference is requested and will attend the same school for the upcoming school year, or whose sibling has also received a match or waitlist offer to the same school for the upcoming school year, will receive sibling preference. A sibling is a child who has at least one parent or legal guardian in common with a current

DCPS student and resides in the same household as the student. There are two types of sibling preference: Sibling-Attending and Sibling-Offered.

### *Sibling-Attending Preference*

Sibling-attending preference is provided to students who, at the time of enrollment, have a sibling currently attending the DCPS school listed on the student’s My School DC application and who will continue attending during the school year for which the applicant is applying. The purpose of this preference is to keep siblings together in the same building. Therefore, the attending sibling cannot be in a terminal grade at the time the student’s application is submitted. Families who will enroll a student in the upcoming school year can claim a sibling-attending preference for a sibling applying to the school, provided the student who will be enrolling has the right to attend based on in-boundary or feeder rights or a formal placement into the school.

**Example 1:** If John is currently enrolled in third grade at Patterson Elementary School and plans to return to that school for fourth grade, then his sibling is eligible to receive a sibling-attending preference at Patterson Elementary School through the lottery for the following school year.

**Example 2:** If John is a new student who will attend Patterson Elementary School because he lives in-boundary for a compulsory grade at Patterson, then his PK3/PK4 sibling is eligible to receive a sibling-attending preference at Patterson Elementary School through the lottery for the following school year.

**Example 3:** If John is currently enrolled in fifth grade at Patterson Elementary School and will be attending another school for sixth grade the following school year, his sibling is NOT eligible to receive a sibling-attending preference at Patterson Elementary School through the lottery for the following school year.

***Please note that if the attending student does not re-enroll for the following school year, the sibling who received a sibling attending preference will forfeit their match or waitlist offer, or have their enrollment revoked. In these cases, the applicant will be placed on the school’s waitlist based on other eligible preferences, but without the sibling preference.***

**How to Claim:** On step 1 of the application, under Sibling Preference Information, select “Yes” to the question “Does the student have any siblings attending a DCPS and/or Charter School?” and enter in the attending sibling’s information. If you have more than one child attending a DCPS school be sure to add in each additional child’s information by clicking on the “Add Sibling” link at the bottom of the page. For current students, the sibling’s DCPS student ID number must also be provided. If the student will attend and does not currently have a student ID number, input “0000000” (seven 0’s) as the student ID number – *this option is only available to families planning on enrolling as an in-boundary student*. Confirm with the school’s registrar, or within the application itself using the preference status page, that this preference has been applied prior to the lottery. After the lottery, these preferences are applied only when the older sibling is enrolled.

<p><b>Obtain Student ID Numbers</b> Contact: The school of the sibling. Contact the DCPS Enrollment Team <a href="mailto:enroll@k12.dc.gov">enroll@k12.dc.gov</a> Contact My School DC <a href="mailto:info.myschooldc@dc.gov">info.myschooldc@dc.gov</a> or (202) 888-6336</p>
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### *Sibling-Offered Preference*

Sibling-offered preference is provided to students whose siblings are matched or receive a waitlist offer to a school through the My School DC lottery.

**Example:** If John and his sibling submit a My School DC lottery application for the same schools and John is matched to a school through the My School DC lottery, a sibling-offered preference is automatically applied to his sibling’s My School DC lottery application.

**How to Claim:** No action is needed if the siblings' My School DC applications are submitted through the same My School DC family account. This preference is automatically applied through the My School DC lottery matching process. If the sibling who was offered a space at the school does not enroll, the "sibling offered" preference will be removed for all siblings that applied to that same school. This may result in the siblings losing their match or moving down on the waitlist at that school or the school revoking enrollment. The siblings will remain on the school's waitlist but will be assigned a new waitlist position based on their random lottery number and any other preference for which they qualified.

### *Special Application of Sibling Preference*

**Capitol Hill Cluster Schools** (Peabody Elementary School, Watkins Elementary School, and Stuart-Hobson Middle School): For the purposes of the lottery, a student with a sibling who will or does attend any of the Capitol Hill Cluster schools may request and is eligible for a sibling preference at any of the schools in the Cluster, subject to the sibling enrolling in the school.

### *Dual Language Strands/Programs*

Dual language strands/programs place additional emphasis on sibling preference because of the value of in-home exposure to language acquisition. As such, a sibling preference is weighted more heavily than an in-boundary preference at these schools/programs.

- See page 36 for a list of dual language schools/programs.
- See page 25 for a chart of waitlist order preference for dual language schools/programs.

### *Schools with Multiple Strands*

For students who are enrolled in a DCPS school with both a dual language and non-dual language or Montessori and non-Montessori strand (Cleveland Elementary School, Langdon Elementary School, MacFarland Middle School, Marie Reed Elementary School, Nalle Elementary School, Powell Elementary School, or Roosevelt High School), the sibling is eligible to receive sibling-attending preference in the My School DC Lottery in either the traditional, dual language or Montessori program at that school.

### *Selective High Schools/Programs*

- Sibling preference is not offered at selective high schools/programs.
- Sibling preference is not offered between non-selective schools and associated selective high schools/programs, namely Columbia Heights Education Campus, Early College Academy at Coolidge High School, McKinley Technology High School, and School Without Walls High School. For example, when a student attends McKinley Technology High School, their sibling does not receive a lottery preference for McKinley Middle School (the associated school) and vice versa.
  - See page 36 for a list of selective high schools/programs.

### *Verification of Sibling Attending Preference*

Validity of sibling preference will be verified by the school in cooperation with DCPS Enrollment Team.

If a sibling preference is found to not be valid before the release of My School DC lottery results, the preference will be removed from the lottery application, and the family will be notified by email (if one was provided in their My School DC application) or phone call from the school (only if no email is provided in their My School DC application). If a student receives a sibling preference and it was not valid, the student must forfeit the sibling attending preference, will have their match, waitlist offer, or enrollment removed, and will be placed on the school's waitlist without the preference. Additionally, if the attending student does not re-enroll for the following school year the applying sibling who received a preference will also forfeit the sibling attending preference,

#### **Verify Sibling Preference**

Contact the DCPS Enrollment Team

[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

Contact My School DC

[info.myschooldc@dc.gov](mailto:info.myschooldc@dc.gov) or (202) 888-6336

and will have their match, waitlist offer, or enrollment removed. In these cases, the applicant will be placed back on the school's waitlist according to their random lottery number and any other preference for which they previously qualified, but without the sibling preference.

#### 4. Proximity Preference

To minimize the burden of travel to schools for families, DCPS provides a proximity preference through the My School DC lottery for families with children in PK3-5 who have been zoned for a DCPS school that is more than a half-mile walking distance from their home. These families receive a proximity preference in the lottery at all DCPS neighborhood schools offering these grades that are less than a half-mile walking distance from their home. The following citywide schools do not apply proximity preference: Capitol Hill Montessori @ Logan, Dorothy Height, Excel Academy, Military Road Early Learning Center, School-Within-School, and Stevens Early Learning Center.

**Determine Proximity Preference Eligibility**

Contact the DCPS Enrollment Team

[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

For schools that have multiple campuses (Oyster-Adams Bilingual School, Peabody Elementary School and Watkins Elementary School), proximity preference is calculated separately for each building depending on the grade and the student's address. For example, proximity preference for a student applying to a grade served by Peabody Elementary School is determined based on the Peabody Elementary School location and not the Watkins Elementary School location.

Note: The Proximity Preference only applies to permanent building locations.

**How to Claim:** No action is needed beyond ranking that school in your lottery application. This preference is automatically applied to a My School DC lottery application based on home address and grade level (PK3-5). Eligibility for proximity preference is calculated by the Office of the Chief Technology Officer (OCTO) using geographic information system (GIS) technology which calculates the walking distance from the address entered to the surrounding schools. Note that GIS technology sometimes differs from Google Maps.

#### 5. Transfer Preference (MacArthur High School applicants only)

MacArthur High School will accept students in grade 9, grade 10, and grade 11 for SY24-25. It is the in-boundary, neighborhood high school for students living in the MacArthur boundary (identical to the Hardy Middle School boundary). [Check your in-boundary school.](#) MacArthur High School is the destination school for Hardy Middle School.

Students who are not enrolled at Hardy Middle School and do not live in-boundary to MacArthur High School will need to apply through the My School DC lottery. This includes students who live out-of-boundary to MacArthur High School and are enrolled at Deal Middle School, Oyster-Adams Bilingual School, and Jackson-Reed High School. Students from Deal Middle School, Oyster-Adams Bilingual School and Jackson Reed High School who live outside the boundary will be automatically eligible for a transfer preference while applying through My School DC. Students outside the boundary and feeder pattern should apply at <https://www.myschooldc.org/>. Deadline: February 1, 2024.

*For more information about MacArthur High School, including phase-in policies related to feeder enrollment and in-boundary enrollment, see the [MacArthur FAQ](#).*

#### Equitable Access

At-risk identification for this preference means OSSE has a record that the applicant has met at least one of the [proxy measures for at-risk status](#). Those measures identify students who are homeless, in the District's foster care system, who receive Temporary Assistance for Needy Families (TANF) or the Supplemental Nutrition

Assistance Program (SNAP), or who are high school students at least one year older than the expected age for their grade.

### *Equitable Access Preference*

For SY24-25, the following schools will offer an in-boundary equitable access preference for PK3 and PK4 applicants only: Brent Elementary School, Garrison Elementary School, Hearst Elementary School, Hendley Elementary School, Ketcham Elementary School, King Elementary School, Mann Elementary School, Marie Reed Elementary School, Payne Elementary School, Savoy Elementary School, and Turner Elementary School.

### *Equitable Access Designated Seats*

A portion of seats are reserved for applicants that have been identified as “at-risk.” Equitable Access Designated Seats in neighborhood schools are only available to qualifying students who live in-boundary.

- For SY24-25, the following schools will designate equitable access seats for in-boundary PK3 and PK4 applicants only: Amidon-Bowen Elementary School, Barnard Elementary School, Burrville Elementary School, H.D. Cooke Elementary School, J.O. Wilson Elementary School, John Lewis Elementary School, Miner Elementary School, Tyler Elementary School, and Van Ness Elementary School.
- For SY24-25, the following schools will designate equitable access seats for PK3 and PK4 applicants only: Capitol Hill Montessori, Dorothy Height Elementary School, Excel Academy, Military Road Early Learning Center, School-Within-School, and Stevens Early Learning Center.
- For SY24-25, the following school will designate equitable access seats across all grades: MacArthur High School.

**How to Claim:** No action is needed beyond ranking that school in your lottery application and affirming consent for My School DC to confirm your eligibility for an Equitable Access Designated Seat when prompted in the application. If a family provides consent and is found eligible for an Equitable Access Designated Seat, My School DC will automatically add this selection to the applicant’s lottery application. Eligibility for an Equitable Access Designated Seat is determined by OSSE and other DC government data.

### **Preference Change**

Families who become newly eligible for a preference or who failed to include an eligible preference on their My School DC lottery application may still be able to claim their preference after the release of lottery results.

**How to Claim:** A family should provide documentation to the school to verify the preference change. Once verified, the school will work with the DCPS Enrollment Team and My School DC to add the preference to the lottery application. My School DC will place the applicant in the appropriate order on the waitlist, based on the random lottery number and the added preference.

### **Lottery Results**

The My School DC lottery is a single, random lottery that aims to match students with their preferred schools, while also taking lottery preferences into account. While families can apply and rank up to 12 schools, the lottery can match students with no more than one school.

On Friday, March 29, 2024, the My School DC lottery results will become available for SY24-25. Families can receive lottery results by logging in to their My School DC family account. Families will also receive their lottery results by email, and those who opt in will be mailed a results letter to the address listed on the application one week after results are released. Families will receive a separate email and letter for each child’s application. Families who do not receive their results email or have trouble logging into their My School DC account can also learn results by calling the My School DC Hotline at (202) 888-6336, Monday through Friday, from 8:00am-5:00pm beginning March 29, 2024.

My School DC lottery results have three possible outcomes:

1. Match with school ranked first, not waitlisted at any other ranked schools.
2. Match with school NOT ranked first, waitlisted at all schools ranked higher than match.
3. No match, waitlisted at all ranked schools.

*Note:* Selective high schools/programs have additional possible outcomes. See page 24.

### 1. Students Matched with School Ranked First

Students matched with their first-ranked school will not be waitlisted at any other ranked school. To secure their lottery seat, families must enroll their student at the matched school by the enrollment deadline of Wednesday, May 1, 2024. If a student is matched and not enrolled in the matched school by the enrollment deadline, the school is not obligated to provide the seat to that student.

The only exception to this is for applicants who have a sibling who matched to a school ranked lower on their application. After being matched an applicant will be placed on the waitlist for any school their sibling is matched to even if the school was ranked below where they are matched. If a student opts to decline said match, they can remain waitlisted for the school their sibling matched with.

#### *Post-Lottery Applications*

Should a student forego a lottery-matched seat at a first-ranked school, they may enroll at their DCPS in-boundary school in compulsory grades (K-12). Families may also submit a post-lottery application via My School DC if they missed the lottery application deadlines or would like to apply to additional schools.

### 2. Students Matched with School NOT Ranked First

Students matched with a school that was not ranked first in their lottery application will be waitlisted at all schools ranked higher than their match. Students will not be waitlisted at any school ranked lower than the matched school.

The only exception to this is for applicants who have a sibling who matched to a school ranked lower on their application. After being matched an applicant will be placed on the waitlist for any school their sibling is matched to even if the school was ranked below where they are matched.

*Note:* This does not apply to selective high schools/programs. See Lottery Results for Selective High Schools/Programs on page 24.

Families who are matched are encouraged to enroll at their matched school by the enrollment deadline, even if it is not their first choice, to avoid losing that seat. Enrolling at the matched school does not jeopardize waitlist spots at the other schools. After families enroll at a matched school, they may later enroll at a different school if called from a waitlist, removing them from their currently enrolled school.

### 3. Students NOT Matched

Students not matched with any school have the right to stay at their current school or enroll in their right-to-attend school (K-12). Students not matched will also be waitlisted at all schools ranked on their lottery application. They also have the option to apply to additional schools via a My School DC post-lottery application at [www.myschooldc.org/postlotto](http://www.myschooldc.org/postlotto).

However, if a student has applied to one or more selective high schools/programs and the selective school/program(s) finds the student ineligible, they will not be waitlisted. In addition, they will have the option to apply to additional schools after the lottery results are released via a My School DC post-lottery application at [www.myschooldc.org/postlotto](http://www.myschooldc.org/postlotto).

- Review the full list of possible lottery results and status definitions at [myschooldc.org/faq/lottery-results-and-status-definitions](https://www.myschooldc.org/faq/lottery-results-and-status-definitions).

## Lottery Results for Selective High Schools/Programs

To be considered for admission to a selective high school/program, a My School DC lottery application must be submitted; however, admission is based on specific admissions processes and selection criteria. If a student does not meet a selective high school's/program's eligibility requirements, the student will be marked ineligible. Ineligible students cannot be matched or waitlisted for that school.

## Waitlists

Waitlists reflect the order in which students would be enrolled at a school if seats become available. The order of waitlists at DCPS schools is based on lottery preferences and application period (lottery or post-lottery). Lottery applicants are placed on waitlists using their random lottery number and post-lottery applicants are placed on waitlists in order of submission date.

Waitlisted students at DCPS schools are grouped by preference:

- Students within the same preference group are ordered according to the time in which they applied (i.e., lottery or post-lottery).
- Students within the same preference group who applied in the lottery are ordered according to their random lottery number.
  - See page 25 for hierarchy of preferences.
- Students who apply post-lottery (after Thursday, February 1, 2024, for grades 9-12 and after Friday, March 1, 2024, for grades PK3-8) are added to the end of the appropriate preference group in order of application submission time and date.

*Note:* There are circumstances in which students may be moved **down** on a waitlist due to application circumstances that qualify other applicants for a higher preference category. Learn more at <https://www.myschooldc.org/node/29661>.

**How to Claim:** If seats become available, school staff will contact families on the waitlist and in chronological waitlist order via email and phone. My School DC will also send an automatic email notification to any email address provided on the application. Families will be notified of the deadline by which they must enroll to secure their lottery seat. If a family is unresponsive or does not complete the enrollment process by the specified deadline, the lottery seat offer may be withdrawn, and the school may move on to the next student on the waitlist to fill the seat. Families who hope to be called off a waitlist and be extended an offer should verify their contact information is correct on their My School DC application, as that is the contact information the school will use. If contact information changes at any time, families should immediately update their My School DC account or contact My School DC.

To accept a lottery seat, a family must submit enrollment paperwork to the school, including DC residency verification. See page 30 for information about lottery enrollment.

The typical deadline to accept a waitlist offer is five (5) business days after the offer is sent. Schools have the flexibility to increase or decrease that timeline which can grow shorter closer to the start of school and once school is in session. Families should work directly with the school if they need additional time. In the rare case in which a family is given 24-hours' notice to accept a waitlist offer, families will receive an email and phone call from the school.



## Waitlist Order by Preference for Schools/Programs

Below is the waitlist order by preference for traditional and dual language schools/programs. For dual language schools/programs, preferences in PK3 and PK4 are ordered differently than for traditional schools/programs in one respect. For dual language schools/programs, out-of-boundary sibling applicants are prioritized before in-boundary applicants with no sibling.

Traditional Lottery and Post-Lottery	Dual Language Lottery and Post-Lottery
1. In-boundary applicant with a sibling attending (PK only)	1. In-boundary applicant with a sibling attending (PK only)
2. In-boundary applicant with a sibling offered (PK only)	2. In-boundary applicant with a sibling-offered (PK only)
3. In-boundary applicant (with no sibling) (PK only)	3. Out-of-boundary applicant with a sibling attending
4. Out-of-boundary applicant with a sibling attending	4. Out-of-boundary applicant with a sibling offered
5. Out-of-boundary applicant with a sibling offered	5. In-boundary applicant (with no sibling)
6. Proximity Preference	6. Proximity Preference
7. Out-of-boundary applicant (with no other preference)	7. Out-of-boundary applicant (with no other preference)
Equitable Access Designated Seats – Neighborhood Schools (PK3 and PK4 only)	Equitable Access Designated Seats – Citywide Schools (PK3 and PK4 only)
1. In-boundary at-risk with a sibling attending	1. At-risk with a sibling attending
2. In-boundary at-risk with a sibling offered	2. At-risk with a sibling offered
3. In-boundary at-risk	3. At-risk

## Admissions by Formal Placement

### About Formal Placements

There are four teams in the DCPS Central Office that grant an eligible student admission to certain schools by formal placement: Division of Specialized Instruction (DSI), Early Stages, Language Acquisition Division (LAD), and the Student Placement Office (SPO). Students who receive a formal placement from one of these teams are not required to submit My School DC Lottery applications. Please note, students who are placed in a school by any of these teams will still trigger sibling attending preference for a family if they are seeking enrollment at the same out-of-boundary school.

### Division of Specialized Instruction Location of Services

DCPS aspires to be a model district for special education. A child with a disability is eligible for special education and related services through the end of the school year in which the child turns twenty-two (22). DCPS' goal is to provide high quality inclusion and special education services, and to dramatically improve academic outcomes for students with disabilities.

Information about a child's disability, including whether the child has an IEP, is not a factor in determining if a student can receive a lottery match to a DCPS school. Please see admissions method information on page 9.

For a child with an IEP requiring *20 or more hours* of specialized instruction outside of the general education setting, many DCPS schools offer specialized self-contained programs that will be able to implement the child's IEP and provide all necessary services and accommodations. Where the child requires such a self-contained program, the Division of Specialized Instruction (DSI) will ensure that the

#### Special Education Questions

Contact the Division of Specialized Instruction  
[dcps.specialed@k12.dc.gov](mailto:dcps.specialed@k12.dc.gov)

child is offered the opportunity to attend a school as close as possible to their neighborhood school to receive services in a self-contained program. Due to the limited number of self-contained program seats within [geographical feeder patterns](#), DSI cannot guarantee that a child's IEP can be implemented outside of their neighborhood boundary if they receive an out-of-boundary lottery match. If you apply to a school other than the one assigned to you in the Location of Services (LOS) letter through the My School DC lottery and your child gets a spot there, that lottery match school may not have the ability to implement your child's IEP, or may not have enough space for your child in the identified program. Therefore, even if your child receives a lottery match school different than the one assigned in the LOS letter, the DCPS assigned LOS will supersede the lottery match, and your child's enrollment will be transferred to the LOS assigned. For more information on DSI's self-contained program feeder patterns within each boundary feeder please visit the DSI website <https://dcpsspecial.ed.wixsite.com/home/self-contained-feeder-patterns>. To further understand how DCPS assigns an LOS for a child with 20 or more hours of specialized instruction on their IEP please visit the DC Special Education Hub Family Empowerment Video Series website <https://specialeducation.dc.gov/page/family-empowerment-video-series>.

## Newly Identified Special Education-Eligible PK3 and PK4 Students (Early Stages Placements)

Early Stages is a DCPS evaluation center for children aged two years eight (8) months to five years ten (10) months. Early Stages oversees the developmental screening and evaluation processes for unenrolled children to identify those who may be eligible for special education and related services.

### Early Stages Questions

(202) 698-8037 or [referrals@earlystagesdc.org](mailto:referrals@earlystagesdc.org)

PK3/PK4 children who have been newly found eligible for special education or who have an existing IEP and wish to receive services will be offered a seat in a school by Early Stages if (1) they do not already have access to a DCPS school (i.e., they are not already enrolled and have not been offered a lottery seat) or (2) their current DCPS school cannot implement the IEP. This process occurs outside of the My School DC lottery. Whenever appropriate and possible, the seat offered will be in the child's in-boundary school. If a seat is not available in the in-boundary school, the seat offered will be in the next closest school to the family's home where a seat is available and at which the IEP can be implemented. A family accepts an Early Stages seat by enrolling at the school offered. If the child was on the My School DC lottery waitlist of that school, they will be removed from it. Acceptance of an Early Stages seat does not affect a child's position on the waitlist at other schools. In some cases, children offered a PK3 priority seat may not have turned three by the September 30 cutoff; however, they are entitled to enroll so that they can receive IEP services. Such children are re-enrolled in PK3 for the following year.

## Students Who May be Eligible for English as a Second Language Services (Language Acquisition Division)

Upon enrolling in DCPS and completing the Home Language Survey questions, students who have indicated they speak a language other than English or have been primarily exposed to a language other than English at home are referred to the Language Acquisition Division's (LAD) Welcome Center for English Proficiency screening. Secondary students who previously attended school outside of the United States and completed high school courses they would like to be evaluated towards meeting DCPS graduation requirements should also be referred to the LAD Welcome Center. LAD's Welcome Center screens potential EL students to determine English as a Second Language (ESL) eligibility, recommendations for ESL instructional programming and grade placement, orientation to linguistically and culturally diverse families, referrals to community-based resources, evaluation of middle school and high school foreign transcripts for the purpose of awarding high school credits and may provide formal EL Student Placements. For more information, [visit our webpage](#) and/or contact Raquel Ortiz at [raquel.ortiz@k12.dc.gov](mailto:raquel.ortiz@k12.dc.gov).

## Student Placement Office Transitions

The DCPS Student Placement Office works with students and families on finding school placements for students in special circumstances occurring outside the standard in-boundary and lottery enrollment processes. A formal placement notification will be

provided to all students assisted by the Student Placement Office. The Student Placement Office provides enrollment support and placement for students who may be impacted by any unique circumstances. Contact the Student Placement Office for questions about any of the situations below.

### Student Placement Office

3535 V Street, NE Washington, DC 20018  
(202) 939-2004 or [Student.Placement@k12.dc.gov](mailto:Student.Placement@k12.dc.gov)

1. Youth Committed to the Department of Youth Rehabilitation Services (DYRS)/Under the Supervision of the Family Court Social Services Division (FCSSD)
2. Children under the Supervision of the Child & Family Services Administration (CFSA)
3. Discretionary Out-of-Boundary Transfer Requests
4. Families Displaced by Natural Disasters
5. Students of Military Families
6. Victim, Involuntary, and Immediate Transfers (Student Safety and Offenses)
7. Victims of Domestic Violence (DC SAFE Lethality Assessment Project)
8. District of Columbia's Mayor's Office for Victim Services
9. Disengaged Youth and Opportunity Academy Referral Process
10. Non-Dual Language Alternative School Placement (Sister School)
11. Families and Youth in Transition Program
12. Migrant Families

## Discretionary Out-of-Boundary Transfers

The DCPS Chancellor may exercise their authority to grant discretionary out-of-boundary transfers to students in extremely limited situations. For more information on the process and criteria considered, and how to apply for a Discretionary Out-of-Boundary Transfer, review the full policy at [dcps.dc.gov/node/1253426](https://dcps.dc.gov/node/1253426).

## Children in Foster Care (DC Child & Family Services Administration)

Children and youth in the care and custody of the DC Child & Family Services Administration (CFSA) are residents of the District and entitled to enroll in and attend DC public schools, including when they are temporarily placed in foster-care settings outside of DC, in Maryland or Virginia. For information about youth in foster care and the My School DC lottery, please visit [www.myschooldc.org/fag/fags](http://www.myschooldc.org/fag/fags).

- A child in foster care also has a right to remain in their school of origin unless it is determined that remaining in the school of origin is not in their best interest. These students should be directed to the Student Placement Office for assistance with best interest determinations and enrollments.<sup>8</sup> Foster families or social workers may contact the Student Placement Office at (202) 939-2004 or [Jamesf.Brooks@k12.dc.gov](mailto:Jamesf.Brooks@k12.dc.gov) for more assistance.

## Military Families

School-age children of military families face obstacles to educational success, such as frequent moves and the deployment of one or more of their parents. Children of active-duty military families who are eligible to enroll in grades K-12 and reside on military facilities within the District of Columbia, namely Joint Base Anacostia-Bolling, Fort McNair, Navy Yard, and the Marine Barracks Washington DC, may enroll in the DCPS school of their choice, at any point during the school year, pending classroom/program availability and any applicable admission criteria. For military families interested in enrolling a student in PK3 or PK4, they must

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<sup>8</sup> For more information about education stability for children in foster care, please see OSSE and CFSA's joint guidance available at <https://osse.dc.gov/publication/osse-and-cfsa-issue-joint-essa-foster-care-guidance-leas>.

apply via the My School DC Lottery and receive a match or waitlist offer. The Student Placement Office does not offer placements for PK3 and PK4 students.

- Read the Chancellor’s Directive on Enrollment and Placement of Military Families at [dcps.dc.gov/page/enrollment-students-military-families](https://dcps.dc.gov/page/enrollment-students-military-families).

In addition to students residing in the above-referenced military facilities, DCPS assists all compulsory-aged students of military families with enrollment and school location determinations. For military families in need of assistance with enrolling in DCPS, please contact the Student Placement Office at (202) 939-2004 or [Marquita.Ebron@k12.dc.gov](mailto:Marquita.Ebron@k12.dc.gov) or [student.placement@k12.dc.gov](mailto:student.placement@k12.dc.gov).

Please contact Milo A. Howard, Director, DCPS Student Placement Office at (202) 270-6182 or via email: [milo.howard@k12.dc.gov](mailto:milo.howard@k12.dc.gov) with questions related to any of the situations described above.

### Displaced Families and Youth

The McKinney-Vento Homeless Education Assistance Act (“McKinney-Vento”), amended by the Every Student Succeeds Act of 2015 (ESSA), guarantees educational rights and supports for students experiencing homelessness.<sup>9</sup> McKinney-Vento defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youths who are:

- **Doubled Up** – sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- **Living in Hotels/Motels** – living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- **Sheltered** – living in emergency or transitional shelters; or abandoned in hospitals;
- **Unsheltered** – having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- **Unaccompanied Youth** – youth who are not in the physical custody of a parent/guardian and qualify as homeless because they live in any of the above-described circumstances; and
- **Migratory** – migratory children who qualify as homeless because they live in any of the above-described circumstances.

### Enrollment Rights of Displaced Youth

Under McKinney-Vento, students experiencing homelessness have the following enrollment rights:

**School of Origin.** The school of origin is the school that a child or youth attended when permanently housed, or the school in which the child or youth was last enrolled, including a preschool. (Section 722(g)(3)(I)(i)). When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools (such as when an elementary school feeds into a middle school). (Section 722(g)(3)(I)(ii)).

**Local School Enrollment.** The local school i.e., in-boundary school is any public school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend. (Section 722(g)(3)(A)). The right to immediate enrollment extends to in-boundary neighborhood schools only; it does not extend to citywide and selective schools.

**Best Interest Placement.** When determining a child’s or youth’s best interest, an LEA must consider student-centered factors, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths, giving priority to the request of the child’s or youth’s parent or

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<sup>9</sup> 42 U.S.C. 11431 et seq.

guardian or (in the case of an unaccompanied youth) the youth. (Section 722(g)(3)(B)(ii)). LEAs are also encouraged to consider the school enrollment of siblings when making this determination.

Best Interest determinations are driven by the safety of the child or youth, special education needs, attendance concerns, school enrollment of siblings, or other unique circumstances. This determination is approved by the Families and Youth in Transition Program Manager and the appropriate Instructional Superintendent.

Schools of origin and/or local schools (in-boundary schools) must immediately enroll displaced youth and ensure they receive educational and related services for which they are eligible even if they are unable to produce documents normally required for enrollment (birth certificates, immunization records, etc.).

Documents that may be provided to prove DC residency but are not required include:

- A placement letter from Virginia Williams Family Resource Center or the shelter where families/youth are temporarily residing; or
- A signed letter from the person the family is temporarily residing with stating the parent/guardian and their child(ren) are temporarily residing with them. This is also an option for unaccompanied displaced youth.

Students experiencing homelessness cannot be denied enrollment and attendance at their school of origin or in-boundary school if they are unable to prove DC residency or proof of age. The school may work with the student and family to obtain any missing documentation (immunization records, birth certificates, etc.). During this period, the student can attend school. If documentation is collected, it may be determined that the in-boundary school is not the school currently attended, and the student will be directed to complete enrollment at either the in-boundary school or their school of origin or apply to other schools via the My School DC lottery.

If a family is denied enrollment at the school the family believes is the student's school of origin or in-boundary school, the school must provide the family with OSSE's McKinney-Vento Act Dispute Resolution Policy and Guidelines. The school-Based McKinney-Vento Liaison must also provide the student with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision. The Dispute Resolution Guidelines can be found here: OSSE Dispute Resolution Guidelines or on the DCPS Homeless Families and Youth in Transition Program webpage at <https://dcps.dc.gov/fytp>. For more information, please contact the DCPS Families and Youth in Transition Program at [dcps.fytp@k12.dc.gov](mailto:dcps.fytp@k12.dc.gov) or call (202) 576-9502.

### **School-based McKinney-Vento Liaisons**

Every school has a designated School-Based McKinney-Vento Liaison who supports displaced families and youth. The liaison can assist with:

- Immediate enrollment;
- Resolving enrollment disputes;
- Parent involvement opportunities and connection to community resources;
- Connecting students and parents to educational services and other resources (e.g., transportation assistance, uniforms, school supplies, verification of displaced status for financial aid; and
- Ensuring children, unaccompanied youth, and families have access to and receive educational services for which they are eligible, including Head Start, early intervention (IDEA Part C) and other preschool programs.

Please contact Milo A. Howard, Director – DCPS Student Placement Office at [Milo.Howard@k12.dc.gov](mailto:Milo.Howard@k12.dc.gov), [dcps.fytp@k12.dc.gov](mailto:dcps.fytp@k12.dc.gov), or (202) 576-9502 for questions or concerns regarding displaced families and youth.

## Migrant Families

Migrant families are typically covered under McKinney-Vento and schools must enroll these students immediately. The Families and Youth in Transition Program places families experiencing homelessness and are supported by the LAD team in working with migrant families. Families experiencing homelessness have the right to attend the school in which they receive a placement and/or the school that is in-boundary to where they are temporarily being housed. Migrant Pre-K students do not have to enter through the lottery to enroll in the identified location..

Placed families will receive a formal placement letter to be given to the school. If available, schools should incorporate Proof of Age documentation, however, Proof of Age is not required under McKinney-Vento. If a family does not have a DC address, the family can use their last known address, even if international. The student should NOT be delayed from receiving educational services enrolled due to their initial vaccination compliance. For the purposes of re-enrollment, families do not need to provide the placement letter again if they are still being housed at the shelter and returning to the same school.

## Enrollment

To enroll in a DCPS school, families must submit a completed enrollment packet either in-person or via an approved electronic format to the school and proof of all eligibility prerequisites, which includes sufficient proof of DC residency based on OSSE requirements.<sup>10</sup> DCPS requires all families to prove residency **within 10 calendar days from the date of enrollment**. Families who do not provide proof of District residency within this timeframe may be excluded from attending DCPS until sufficient proof of residency is submitted. Except for the private enrollment in a designated CBO, a student may not be simultaneously enrolled at two schools. Once a student is enrolled at a new school, they may lose access to their former school's feeder pattern. This is only in the event the student entered the former school via the My School DC Lottery. Students may enroll at their in-boundary school at any time.

- Complete and submit the DCPS enrollment packet at <https://enrolldcps.dc.gov/node/71>

## NEW Online Enrollment Platform

DCPS is thrilled to launch a new online enrollment platform which will make the enrollment process easier for families and schools. DCPS will launch the online enrollment platform in spring 2024, for the start of the SY24-25 enrollment season. The platform will be available to all families including re-enrolling families and families new to DCPS. To complete online enrollment, families must provide a personal email address to create an account. [Learn more about online enrollment](#) and visit <https://enrolldcps.dc.gov/node/71> to access enrollment forms and resources.

- [Contact your school](#) or [enroll@k12.dc.gov](mailto:enroll@k12.dc.gov) with any questions related to online enrollment.

## Lottery Enrollment

If a student is not enrolling in their in-boundary and/or feeder (K-12) school, re-enrolling in their current school, enrolling in an Opportunity Academy (see page 33 for more information on Opportunity Academies), or enrolling via formal placement (see page 25 for more information on formal student placements), they must be matched through the My School DC lottery. To enroll in a lottery-matched school, a family must submit required enrollment forms to the school and verify DC residency by the lottery enrollment deadline (Wednesday, May 1, 2024). After the lottery enrollment deadline, schools are not obligated to enroll lottery-matched students and may begin to offer remaining seats to students on their waitlist.

By enrolling into a lottery-matched school, a family acknowledges they are giving up the student's rights to their current school for the upcoming school year and the current school's feeder pattern, if the student's current school is not an in-boundary school. As a reminder, students may not be enrolled in a DCPS school if

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<sup>10</sup> 5-E DCMR § 2000.1

simultaneously enrolled at another LEA school, nor can students be simultaneously enrolled at more than one DCPS school. Additionally, once a student withdraws from their out-of-boundary school to attend another lottery-matched school via DCPS or charter, or to attend a private, homeschool, or any other school, the student will be required to reapply via the My School DC lottery if they wish to return to their former out-of-boundary school. However, a student always maintains the right to attend their in-boundary school in grades K-12.

## DC Residency Verification Guidelines

Every family in DCPS must prove DC residency annually as part of the enrollment process.<sup>11</sup> Families who obtain a seat through the lottery must fully complete the enrollment process, including the DC residency verification process, to claim their seat.

- Review the [DC Residency Verification Guidelines](#).

Families called from the waitlist will be expected to prove DC residency by a specified enrollment deadline. New or relocating families who will not be able to prove DC residency by the enrollment deadline should contact their matched school or contact the DCPS Enrollment Team at [enroll@k12.dc.gov](mailto:enroll@k12.dc.gov).

Homeless or displaced families in the District of Columbia may be exempt from certain requirements as provided in the McKinney-Vento Act of 2001.<sup>11</sup> Students that are Wards of the District and living in foster care or other District-assigned placement should provide the school with their Ward of the District letter as proof of DC residency.

- For more information on enrollment for students experiencing homelessness, see page 28.

Proving residency in the District of Columbia is a threshold requirement for tuition-free attendance at DCPS, with the exception of students covered by the McKinney-Vento Act of 2001.<sup>12</sup> DCPS has ultimate discretion in determining whether a student has sufficiently proven DC residency. If DCPS determines that a student is unable to sufficiently prove residency in the District of Columbia, the student will be excluded from attending DCPS tuition-free.

If the student wants another opportunity to prove residency after a non-residency determination, they may seek a reconsideration of the initial decision, but enrollment will not be allowed until the following semester. However, DCPS will consider allowing enrollment in the current semester on a case-by-case basis, depending on the circumstances particular to that student (e.g., whether DCPS is obligated to provide special education services to the student). If a student has been excluded from DCPS based on insufficient proof of District residency, a home visit must be conducted to prove District residency before that student is allowed to enroll within DCPS in the future. In addition, DCPS will refer any suspicions regarding the DC residency of currently enrolled DCPS students to the OSSE Non-Residency investigation unit.

- Learn more about attending DCPS as a non-DC resident on page 35.

## Investigation and Suspicion of Non-DC Residency

All investigations related to suspicions of non-DC residency of currently enrolled DCPS students are handled by OSSE, which has established a hotline to receive tips and information regarding suspicions related to non-DC residency.

DCPS takes suspicions of non-DC residency extremely seriously. Reasonable suspicions by DCPS school staff and administrators, families, and other concerned citizens should be reported to OSSE. To report allegations of suspicions of non-DC residency to OSSE and request a residency investigation, notify OSSE by [submitting a tip](#) online or call (202) 719-6500.

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<sup>11</sup> D.C. Official Code § 38-306.

<sup>12</sup> 42 U.S.C. 11431 et seq.

## School Health Requirements

Students in all grades are required to submit a Universal Health Certificate and an Oral Health Assessment annually. The Universal Health Certificate must be completed by the student's physician or nurse practitioner to document all immunizations, necessary screenings, and a physical exam performed within 365 days from the start of school. The Oral Health Assessment should be completed by the student's dentist to document the most recent annual visit to the dentist and identify any additional oral health services a student might need. These forms should be submitted at the time of enrollment and no later than the first day of school unless current valid forms (i.e., documenting visits that occurred within the past 365 days) are already on file with the student's school. The Universal Health Certificate and Oral Health Assessment forms are included in the DCPS enrollment packet found at <https://enrolldcps.dc.gov/> or can be picked up from the school nurse.

## Immunizations

DC Law requires each student attending DCPS to present valid immunization certification, documenting that they have been immunized in accordance with current DC Health immunization requirements, to their school prior to the first day of classes. Immunization compliance is documented by submitting a completed Universal Health Certificate or a copy of immunization records to the school. Unless you obtain a medical or religious exemption from DC Health, DC law requires your child to receive immunizations to attend school. Students who do not submit documentation by the first day of school will receive a notification of non-compliance.

- More information about the District Immunization Enforcement Policy is found on OSSE's website at [osse.dc.gov/node/1460386#families](https://osse.dc.gov/node/1460386#families).
- More information about immunization requirements or on finding a local pediatric immunization clinic in the District can be found through DC Health at [dchealth.dc.gov/service/immunization](https://dchealth.dc.gov/service/immunization).

## Medication/Medical Care During the School Day

Although not required for enrollment, families must turn in additional paperwork, completed by a medical provider, for students requiring medications, medical treatments, or additional medical care while at school. Students cannot receive medication during the school day, without proper forms submitted. More information is available at [dcps.dc.gov/node/1003562](https://dcps.dc.gov/node/1003562) or from the school nurse.

For questions about school health requirements or meeting student health needs at school, please contact (202) 664-2002 or [healthservices.dcps@k12.dc.gov](mailto:healthservices.dcps@k12.dc.gov) or talk to the school nurse.

## Athletic Student Enrollment

Participation in DCPS student athletics is contingent upon successful enrollment into a DCPS school. Until the student completes enrollment into the school, which includes sufficiently proving DC residency, and completes relevant vaccination requirements, the student cannot participate in the school's athletic programs. Failure to adhere to DCPS enrollment policies will result in a student being declared ineligible to participate in interscholastic athletics and the school forfeiting all contests during which an ineligible student participates. For more information, review the DCPS Athletics Handbook via [www.thedciaa.com](http://www.thedciaa.com).

**DCPS Athletics Team Questions**  
[athletics.dcps@k12.dc.gov](mailto:athletics.dcps@k12.dc.gov)

## Withdrawals

Compulsory-aged students may only be withdrawn from DCPS upon request of the parent, legal guardian, or custodian. If a student has been enrolled by an Other Primary Caregiver (OPC), any parent, legal guardian, or custodian may withdraw the student, but the school will notify the OPC prior to the withdrawal, however, consent from the OPC is not required.

**Withdrawal Questions**  
Contact [dcps.withdraw@k12.dc.gov](mailto:dcps.withdraw@k12.dc.gov)



To complete a student’s withdrawal, DCPS must receive valid confirmation of the student’s enrollment into another school or confirmation that an exception to the compulsory education rule applies to the student, for example the student is permanently incapacitated or is under 18 but completed the requirements for a high school diploma. Valid confirmation includes a DCPS withdrawal form completed by the receiving school, official written confirmation from the receiving school that the student is enrolled, or a request for records from the receiving school. Additionally, student information will not be released to the receiving school until documentation required for the withdrawal is completed. Students of compulsory-age who leave or stop attending school without providing confirmation of enrollment at another school or confirmation that an exception to the compulsory education rule applies to the student will be subject to truancy protocols and processing until confirmation is received. Adult students may withdraw themselves from DCPS at any time and such students are not subject to the truancy and compulsory education requirements explained above.

## Students with Special Enrollment Circumstances

### Section 504 Program

Section 504 is part of the federal Rehabilitation Act of 1973, created to prevent discrimination against individuals with disabilities in services, programs, and activities that receive federal funds. 504 plans provide accommodations and related services to eligible students with disabilities so that they can access the general education curriculum, opportunities for learning, and school activities to the same extent as their non-disabled peers.

#### Section 504 Questions

Contact the Section 504 and Student Accommodations Team (202) 442-5471 or [504@k12.dc.gov](mailto:504@k12.dc.gov)  
Visit: <https://dcps.dc.gov/page/section-504>

Every DCPS school has at least one staff member designated to serve as the 504 Coordinator by the school principal. The 504 coordinator serves as the school’s main point of contact for questions from students, parents, and school staff regarding accommodations and services under Section 504. Upon enrolling in a DCPS school, families should reach out to the school’s 504 Coordinator if they believe that their student may qualify to receive any accommodations or services through a 504 plan.

### Opportunity Academies

DCPS has three Opportunity Academies (Ballou STAY, Luke C. Moore, and Roosevelt STAY) that offer a personalized competency-based learning program to ensure that all students in the district have a positive pathway to post-secondary success. Students who could benefit from a non-traditional setting may be referred for transfer or may elect to pursue entry to an Opportunity Academy. Transfer priority will be determined based on how many credits a student has earned relative to their first ninth grade year, the intensity of interventions attempted at the current high school and the student and parent/guardian’s preference for a transfer. Below is additional information on enrollment guidelines:

#### Opportunity Academy Questions or Referrals

Contact the Student Placement Office  
[Student.Placement@k12.dc.gov](mailto:Student.Placement@k12.dc.gov) or (202) 939-2004

- Opportunity Academies are optional; students will not be mandated to attend an Opportunity Academy.
- Opportunity Academies do not participate in the My School DC lottery process.
- Opportunity Academy students requiring full-time special education programming can be accommodated at Ballou STAY and Luke C. Moore.
- Opportunity Academy Students requiring English Learner services/programming can be accommodated at Roosevelt STAY.
- Students currently enrolled in another DCPS school should go through the referral process for the Opportunity Academies.

- Students who are 17 and under and not enrolled in a DCPS school may pursue Opportunity Academy enrollment through the Student Placement Office.
- Students who are 18 years and older and not currently enrolled in a DCPS school may pursue enrollment directly at any point in the year at an Opportunity Academy and admission will be granted based on available space.
- Opportunity Academies have adopted an alternative enrollment pattern.

For additional information about each of the Opportunity Academies, please visit <http://dcps.dc.gov/page/opportunityacademy>.

## Embassy Families

If families are residing in embassy-sponsored housing within DC, they can prove DC residency by providing a current embassy letter that explains this, with the embassy seal affixed. The address of the embassy-sponsored housing determines the student's in-boundary school. If families residing in embassy housing within DC want to attend a school other than the in-boundary school zoned for the address of the embassy property, they must apply via the My School DC lottery.

### Identify a Student's In-Boundary School

Visit: <http://enrolldcps.dc.gov/node/41>  
 Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

## Foreign Exchange Students

### Enrollment Requirements

Per OSSE<sup>13</sup>, the LEA shall maintain a list of all enrolled foreign exchange students. Additionally, to ensure the foreign exchange student is part of a legitimate program and to satisfy residency verification requirements, the enrolling person must submit and/or the school must supply, documentation that proves the following:

1. The student is part of a legitimate, US Department of State-approved, foreign exchange program.
2. The school is participating in the program.
3. The host family for the student are bona fide DC residents.

Documentation shall be available for OSSE review upon request and maintained in accordance with all residency record retention policies. OSSE does not certify or approve foreign exchange programs. The LEA is responsible for completing all necessary steps required by any federal agency to serve foreign exchange students, including, but not limited to, the US Department of State.

All foreign exchange students attempting to enroll in a DC public school or public charter school must adhere to My School DC policies. Foreign exchange students who seek enrollment in a selective DCPS high school/program, must complete the admissions process to fidelity. Host families enrolling foreign exchange students must submit all required enrollment documentation and forms, including the DC Residency Verification form (DCRV). Host families should complete these forms as the student's parent or guardian.

### Foreign Exchange Students Seeking Visa Sponsorship

DCPS is not a Student Visitor Exchange Program (SEVP) certified school district. Consequently, DCPS schools are not authorized to sign I-20 forms for foreign exchange students seeking F-1 or M-1 visa sponsorship. For more information, please visit the following link from the Department of Homeland Security's website at <https://studyinthestates.dhs.gov/school-search>. Families with additional questions regarding visa sponsorship are encouraged to contact an immigration attorney.

<sup>13</sup> [https://osse.dc.gov/sites/default/files/dc/sites/osse/service\\_content/attachments/SY23-24\\_ForEx\\_Guidance\\_03282023.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SY23-24_ForEx_Guidance_03282023.pdf)

## Immigration Status

DCPS is committed to protecting the right of every student to attend public school regardless of immigration status or national origin. Accordingly, DCPS allows all eligible District of Columbia residents to attend its schools without inquiring about a student's or family's immigration status. For more information, visit [dcps.dc.gov/publication/immigration-guidance](https://dcps.dc.gov/publication/immigration-guidance).

## Mid-Year Application Process

The Mid-Year Application Process is for students in grades PK3-12 who move into the District or who seek to transfer from their current school to another DC public school (DCPS or charter) during a given school year. The application is used to apply to all participating My School DC schools. No application is needed for K-12 students who wish to transfer or enroll into their in-boundary school. The mid-year application period extends from October through March before new lottery results are released during any given school year. After lottery results are released, families are still required to apply via My School DC. Waitlists are maintained by the DCPS Enrollment Team until the end of the school year. New students or students seeking a transfer must complete a mid-year application by calling the My School DC Hotline at (202) 888-6336 Monday-Friday 8:00am – 5:00pm. All mid-year applicants MUST receive a waitlist offer before being enrolled.

## Non-DC Residents

DCPS may approve enrollment of a non-resident student only if there is space available and no qualified District resident is seeking admittance at that school. Non-DC resident families must submit a My School DC lottery application for a DCPS school, and a seat will only be granted if there are no DC residents on the school's waitlist. If a family asserting DC residency is unable to prove DC residency at the time of enrollment, the student will be moved to the end of the waitlist behind all other waitlisted DC residents and any other non-DC residents already waitlisted. The DCPS Enrollment Team, the school, or the parent can contact My School DC to have their waitlist adjusted. Additionally, non-resident families must pay tuition to attend.<sup>14</sup> OSSE manages the non-DC resident tuition payment process. A family must work directly with OSSE on establishing a tuition payment agreement and making tuition payments. If you intend on enrolling a non-resident student, contact OSSE at [osse.residency@dc.gov](mailto:osse.residency@dc.gov) to notify them of the student. **Non-resident students are not eligible to attend class until OSSE has confirmed that a tuition agreement has been signed and initial tuition payment has been submitted.**

**For Non-DC Resident Questions**  
Contact the DCPS Enrollment Team  
[enroll@k12.dc.gov](mailto:enroll@k12.dc.gov)

- For information regarding OSSE tuition collection, visit [osse.dc.gov/publication/tuition-collection](https://osse.dc.gov/publication/tuition-collection).

Students that transition from DC resident to non-resident are only eligible to remain enrolled at their DCPS school without re-applying under the following limited circumstances:

- A DCPS student who is enrolled and attending the terminal grade of a school who becomes a non-resident student during that school year may be approved to finish the year as a tuition-paying student. Continued enrollment is dependent on having a signed tuition agreement and paying non-resident tuition. Contact OSSE for questions at [osse.residency@dc.gov](mailto:osse.residency@dc.gov).
- A DCPS student who would have re-enrolled in the terminal grade of a school in September, but who became a non-resident student during the school year or summer prior to that final grade year may be approved to continue to attend as a tuition-paying student. Continued enrollment is dependent on having a signed tuition agreement and paying non-resident tuition. Contact OSSE for questions at [osse.residency@dc.gov](mailto:osse.residency@dc.gov).
- A ward of the District of Columbia who is no longer a ward because they were placed in the permanent care and custody of a parent, guardian, or custodian who resides outside of the District of Columbia shall be approved to continue attending their DCPS school that they attended at the time

<sup>14</sup> 5-A DCMR § 5007.1

they lost their ward status until the terminal grade of that school. If the former ward was enrolled in DCPS but attended a Non-Public school through a special education placement at the time they lost their ward status, they may continue attending their Non-Public school through DCPS through the end of the school year following the year during which they lost ward status<sup>15</sup>. Students in this situation are not required to pay tuition.

## DCPS Selective High School/Program Admissions Requirements

Students applying to one or more DCPS selective high schools/programs must complete an additional section of the My School DC application. The additional section is different for each school or program because each school/program has its own requirements.<sup>16</sup> Contact the DCPS Enrollment Team with questions at [enroll@k12.dc.gov](mailto:enroll@k12.dc.gov).

1. Benjamin Banneker Academic High School: [www.benjaminbanneker.org](http://www.benjaminbanneker.org)
2. Bard High School Early College DC (Bard DC): <https://bhsec.bard.edu/dc/>
3. Columbia Heights Education Campus (CHEC): <https://checdc.org/>
4. Duke Ellington School of the Arts: <https://www.ellingtonschool.org/>
5. Early College Academy at Coolidge High School: <https://www.coolidgeshs.org/>
6. McKinley Technology High School: <https://mckinleytech.org/>
7. Phelps Architecture, Construction and Engineering High School: <https://phelpshsdc.org/>
8. School Without Walls High School: <https://www.swwhs.org/>

In addition to school websites, you can also review DCPS selective high school/program application requirements and admissions processes at <https://enrolldcps.dc.gov/node/201>.

## Citywide, Dual Language, and Montessori Schools/Programs

### Citywide Schools

1. Capitol Hill Montessori @ Logan (PK3-8)
2. Dorothy Height Elementary School (PK3-5)
3. Excel Academy (PK3-8)
4. Leckie Education Campus – Middle Grades Only (6-8)
5. Military Road Early Learning Center (PK3-PK4)
6. Ron Brown College Preparatory High School (9-12)
7. School-Within-School (PK3-5)
8. Stevens Early Learning Center (PK3-PK4)

### Dual Language Programs

#### *Whole School Programs*

All enrolled students participate in the dual language program. There is no English-only option at the school.

1. Bancroft Elementary School (PK3-5)
2. Bruce-Monroe Elementary School (PK3-5)
3. Columbia Heights Education Campus (6-8)
4. Houston Elementary School (PK3-5)
5. Oyster-Adams Bilingual School (PK4-8)
6. Powell Elementary School (PK3-5)
7. Tyler Elementary School (PK3-K only)

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<sup>15</sup> DC Code 38-302(e)

<sup>16</sup> Students who do not have their previous year's final report card readily available due to recent school closures may be able to use the first advisory report card of the current school year as part of the eligibility determination. Such families should contact the schools directly.

### *Elementary Strand Programs*

Elementary schools that offer a strand dual language program and a non-dual language program.

1. Cleveland Elementary School (PK3-5)
2. Marie Reed Elementary School (PK3-5)
3. Tyler Elementary School (1-5)

### *Secondary Dual Language Programs for Students in Grades 6-12*

In addition to our elementary dual language programs, DCPS offers numerous secondary dual language programs in which students take two or more core courses in Spanish. Students enrolling through a dual language feeder pattern have the right to enroll in the dual language programs at each school. For students entering by lottery, at Columbia Heights Education Campus (9-12) and MacFarland Middle School, there is no separate dual language program option in the My School DC lottery. Enrolled students are placed into dual language classes based on language proficiency, student interest, and scheduling availability. At Roosevelt High School, students entering the school by lottery may apply to either the dual language program or the non-dual language program, or both.

## Montessori Programs

### *Whole School Program*

All enrolled students participate in the Montessori program.

1. Capitol Hill Montessori @ Logan (PK3-8)

### *Strand Programs*

Schools that offer a strand Montessori program and offer a non-Montessori program.

1. Langdon Elementary School (PK3-5)
2. Nalle Elementary School (PK3-5)

## Dual Language Program Enrollment Policies

### *Language Dominance: Enrollment Policy for Grades PK3-1*

Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery. To support dual language learning and to ensure access to bilingual services for students who are English Learners, DCPS dual language programs in grades PK3-1 request that lottery applicants identify as “English-dominant” or “Spanish-dominant” on their lottery application. Language dominance is defined as the primary language of communication for the applying student. After the release of lottery results and prior to enrollment, all matched students claiming Spanish-dominance may be assessed for language proficiency by the matched school site. Students who applied as Spanish dominant who do not pass the language proficiency exam will be placed on the English-dominant waitlist of all dual language schools for which they applied, not just the school in which they tested, according to their random lottery number and any other preferences for which they previously qualified. For more information on language dominance, please see <https://dcps.dc.gov/DL>.

Note: If the student does not meet the language requirements, they are ineligible for the Spanish-dominant waitlist at ALL DCPS dual language programs in that grade, except for grades 6-8 at CHEC’s late entry program, which does not require a Spanish-proficiency assessment for entry.

### *Spanish Proficiency Screening: Enrollment Policy for Grades 2-12*

Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery. Out-of-boundary lottery applicants who have not previously attended a Spanish dual language program in DCPS or a DC public charter school, and who are not Spanish-speaking English Learners, may be required to take a Spanish-proficiency test, unless they are enrolling in grades 6-8 at Columbia Heights Education Campus (CHEC) late entry program. Testing occurs after lottery matches are released. If the student does not pass the

assessment, they will be required to forfeit their match in that school's dual language program. In these cases, at the parent's request, the applicant will be placed back on the waitlist of all schools where the student was "not waitlisted." This request must be made to My School DC by the parent and can only be made once the student has failed the Spanish-proficiency test.

**Dual Language Strand Enrollment (PK3-5)**

For schools that offer both a dual language strand and an English-only (or non-dual language strand) **at the elementary school grades**, all new students interested in attending the dual language strand must submit a lottery application through My School DC. Students living in-boundary to the school offering the dual language strand will receive a preference in the lottery to the dual language strand and retain the right to enroll in the in-boundary school at any time, with immediate placement into the non-dual language strand. Students currently enrolled in the English-only strand (or non-dual language strand) may apply to the dual language strand program offered at their current school, but do not receive a preference based on their current enrollment, unless they happen to be eligible for sibling or in-boundary preferences. The enrollment policies for language dominance (PK3-1) and Spanish proficiency screening (grades 2-5) apply for all applicants to dual language strand programs.

**Non-Dual Language Alternative School Placement (Sister School) (K-8 Grades)**

For families of compulsory-age students whose in-boundary school is a dual language school without an English-only program option, and where the family does not wish to participate in the dual language program, DCPS provides an alternative option for enrollment. Non-dual language alternative schools do not apply to PK3, PK4, or out-of-boundary students.

Dual Language Program (Grades Without English-Only Option)	Non-Dual Language Alternative (Grades Offered at School)
Bancroft Elementary School (K-5)	Tubman Elementary School (K-5)
Bruce-Monroe Elementary School (K-5)	Raymond Elementary School (K-5)
Columbia Heights Education Campus (6-8)	Cardozo Education Campus (6-8)
Houston Elementary School (K-5)	Burrville Elementary School (K-5)
Oyster-Adams Bilingual School (K-8)	School Without Walls at Francis-Stevens (K-8)
Powell Elementary School (K-5)	Dorothy I. Height Elementary School (K-5)
Tyler Elementary School (K)	Payne Elementary School (K)

- See page 36 for a full list of dual language schools/programs.

If an in-boundary student is not Spanish proficient in grades 2-8 and the family chooses to enroll the student in the dual language program and forego the non-dual language alternative school option, the school may require the parent to sign a consent waiver acknowledging that they are enrolling their child in a dual language program without the necessary Spanish language proficiency and are aware of the potential academic challenges that the student may face.

<p><b>Student Placement Office</b>          3535 V Street, NE Washington, DC 20018          (202) 939-2004 or <a href="mailto:student.placement@k12.dc.gov">student.placement@k12.dc.gov</a></p>
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**Non-Dual Language Alternatives for PK3 and PK4**

For families of PK3 and PK4 students whose in-boundary school is a dual language school without an English-only program option, and where the family does not wish to participate in the dual language program, the family should apply for a seat in the non-dual language alternative school through the My School DC Lottery. The student may claim sibling preference if they will have a sibling attending the non-dual language alternative school at the time of their enrollment. Students who apply to the alternative school do not receive in-boundary preference at that school.

For more information on dual language, Spanish proficiency, and lottery specific questions, visit [dcps.dc.gov/DL](http://dcps.dc.gov/DL).

## Montessori School Enrollment Policies

Families who are in-boundary to schools with Montessori programs who are interested in DCPS Montessori programs are encouraged but not required to have previous Montessori experience. Families who are out-of-boundary or enrolling new PK students are still required to apply via My School DC and receive a match or waitlist offer. Families who enroll in DCPS Montessori programs but do not have previous Montessori experience may be expected to participate in a school visit and/or interview, as determined by the school with the Montessori program.