



SY21-22 Enrollment

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Before We Get Started



- Please **mute your devices** to avoid interrupting the presentation
- **Type all questions in the chat** and we will address as quickly as possible. You may ask questions aloud when I open the floor for questions
- Please keep questions to those that are **good for the group** to be respectful of everyone's time
- You may ask more **personal questions at the end of the presentation**. You may also reach out to me via phone/email at any point for additional support.
- Closed captioning is not available in this presentation but please reach out to me via email for additional support.
- Lo siento, pero esta presentación no está disponible en español. Sin embargo, el paquete de registro está disponible [aquí](#). Si necesitas más ayuda, envíeme un correo electrónico a DukeEllingtonenroll@k12.dc.gov
- **This session is being recorded.**

Agenda



- Enrollment Process Overview
- **NEW** SY21-22 DCPS/OSSE Enrollment Process Demo
- DC Residency Verification & Non-DC Resident Next Steps
- Important Dates
- Question & Answer

Overall Enrollment Process



- Review DCPS FAQs (link below) and DESA Best Practices (emailed)
- Complete the enrollment packet:
<https://enrolldcps.dc.gov/>
- Packet will be reviewed and you will be notified *if* additional items are needed;
we may reach out as late as September/October in preparation for our next residency audit (October)
- Once all documents are complete, we will sign off on your packet.
- **Monitor your email until your packet has been accepted as we may have returned it with an edit request**
- You will receive an email confirmation once your documents have been counter-signed in Seamless Docs
- Student data will be entered into Aspen and they will be **PRE-ENROLLED** for SY21-22. They will be fully enrolled once DCPS rolls Aspen over into SY21-22 over the summer

Year Two of Electronic Enrollment + Updates



- The packet can be found here:
<https://enrolldcps.dc.gov/>
- Note: If using your cellphone to complete the forms, turn the phone to landscape mode to sign the forms.
- Let's practice!

Enrollment: The Four Housing Status Categories

Sheltered

- Parents/Guardians living in emergency or transitional shelters.

Hotel/Motel

- Parents/Guardians living in hotels, motels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.

Doubled Up

- Parents/Guardians in a shared housing situation due to loss of housing or economic hardship.

Unsheltered

- Any other non-permanent housing not covered above (i.e. living on the streets, in abandon buildings, cars, substandard housing, bus or train stations, etc.)

DC Residency Verification



- Residency Verification is a method used to ensure free public education for all students who are **bona fide residents of the District**.
- A bona fide resident: – **Establishes physical presence** in the District of Columbia; and **submits valid and proper documentation** upon initial enrollment.
- The Residency Verification method verifies the bona fide status of an enrolling person who is **legally allowed to enroll the student at the time of enrollment** (or within 10 calendar days) by confirming that the enrolling person has:
 - Established residency in the District of Columbia;
 - Established residency annually; and
 - Had their residency verified annually by DCPS.

DC Residency Verification Cont...



Annually, OSSE updates the DC Residency Verification (DCRV) forms which all enrolling District residents must use to confirm bona fide District Residency.

- By signing the DCRV, families agree to notify school of any change of residence within three school days
- If student moves outside of DC, contact us immediately

DC Residency Proof: Three Methods



- A. **HIGHLY RECOMMENDED!!!** School Official Verification OR Office of Tax & Revenue <https://sled.osse.dc.gov/> (Parent/Guardian top tab)
- B. **Personal Document Submission** (see next two slides)
- C. **Home Visit** (after school reopens and only after all other options have been exhausted)

NOTES:

- **DC RESIDENCY MUST BE PROVED WITHIN 10 DAYS OF ENROLLMENT.**
- **Due to the ongoing OSSE investigation, DESA conducts monthly audits in advance of the official enrollment audit in October. At the time of the monthly audit, if your information is incomplete, we will reach and need prompt attention to finish the residency verification process.**

Most Common Proof Options: **Method B**



One of the following:

- Valid paystub with only DC withholdings
- Current document of DC Government Financial Assistance
- Certified D-40 from the Office of Tax and Revenue (bearing stamp)
- Current military Housing Orders
- Embassy Letter

-OR-

Two of the following:

- Current DC Gov't issued identification
- Current DC Motor Vehicle Registration
- Valid lease of rental agreement with a separate receipt of payment (within 2 months)
- Valid utility bill (electricity, gas, or water bills only) with separate proof of payment within 2 months

OSSE Covid-19 Considerations



Valid driver's licenses, identification cards, and vehicle registrations that expired March 1, 2020 through the duration of the public health emergency are acceptable valid supporting documents for residency verification if presented to the LEA on or before 45 days after the public health emergency concludes.

Non-DC Residents & Tuition



Incoming

- Ellington has limited spaces for non-DC residents
- All non-resident students must have a signed tuition agreement and first payment on file with OSSE before they are eligible to receive educational services.

Returning

- Previous year's bill must be settled by 7/15
- All non-resident students must have a signed tuition agreement and first payment on file with OSSE before they are eligible to receive educational services.
- Transitioned out of DC? 9th – 11th grade: If you have moved out of District, seat availability will be reevaluated by DCPS and DESA. Seat availability is not guaranteed and immediate withdrawal may be necessary. If a seat is available, you will reapply through MSDC and be forwarded to OSSE to arrange a tuition agreement.

Non-DC Residents & Tuition Cont...



- School directs the parent to OSSE; parents must immediately contact OSSE:

Veita Clark, Management Analyst

Office of Enrollment and Residency

Office of the State Superintendent of Education (OSSE)

Government of the District of Columbia

1050 First Street, NE – 3rd Floor, Washington, DC 20002

202-727-7224 (direct)

202-727-7228 (fax)

veita.clark@dc.gov

- OSSE prepares and sends tuition agreement to out-of-District parent/guardian/adult student within **five business days**. This process will likely begin in July.
- [Non-Resident FAQs from OSSE](#)

DESA SY21-22 Enrollment Notes & Best Practices



Keep an eye out for an enrollment reminder email (likely this Thursday) to include a brief document recapping key information about enrollment along with some best practices to help you get through the process quickly and easily.

Common Residency Questions



“I live in MD, but my child(ren) stays with their grandparents, who live in the District, while I am at work. Does this make my child(ren) eligible to attend DC public school without paying tuition?”

No. The grandparent(s) would have to meet the strictly defined criteria outlined on the Other Primary Caregiver (OPC) Form.

Common Residency Questions Cont...



“I own a home in DC and use it as a rental property. Can I use that home to prove residency?”

No. A bona fide resident is defined as a person who has established a physical presence in the District. Just owning a property in DC does not make you a resident for the purposes of attending a DC public school, you must also use it as your primary residence.

Common Residency Questions Cont...



“ I don’t live in the District but I am a employee of the District, can I enroll my child(ren) without requiring to pay tuition?”

No. As an employee for the District but not being a bona fide resident you would still need a tuition agreement and could not enroll before any DC residents. There are no scholarships or discounts provided for being a District employee.

Common Residency Questions Cont...



“I don’t live in the District but my child(ren)’s other parent is a resident of the District. Can my child(ren) attend?”

Yes. If one parent is a bona fide resident and provides document to prove residency. The DC resident parent should be the one to enroll the child(ren) in a DC public school (custody exceptions).

Post-Enrollment Address Change?



Email dukeellingtonenroll@k12.dc.gov as soon as possible and **within three days of your relocation**

- **DC -> DC** and **Non-DC -> DC**, residency verification will be required
- **DC -> Outside of DC**, tuition agreement will be required (unless extenuating circumstances apply, for example, the student is in foster care or a Ward of the State).

Nurse's Office



- Submit health/dental forms and immunizations ASAP
- Note that vaccination non-compliance may affect in-person learning eligibility
- HPV vaccine isn't required but if student hasn't been vaccinated, an opt-out form must be submitted **every year**
- Religious exemptions? Contact Nurse James
- Health forms may be found here: <https://dcps.dc.gov/page/school-health-requirements>
- You may email all forms to Nurse James and copy me: Delphenia.James.CHN@k12.dc.gov, DukeEllingtonEnroll@k12.dc.gov
- Nurse James' Phone Number: 202.282.0099

Important Dates



Please submit your packet ASAP but no later than **Monday, April 26th** so we can meet our DCPS targets!

*Families with incomplete documentation on file will not be permitted to attend at the start of the school year AND course schedules will be withheld.

Contact Us



- **Dana Nearing (he/him/his)**
Registrar and Gender & Sexuality
Alliance Advisor
DukeEllingtonenroll@k12.dc.gov
(571) 440-2279 (Remote office number)
Office Hours: Monday – Friday, 8a - 4p
- **Savannah R. Overton Williams
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sroverton@ellingtonarts.org
(202) 631-3129

Sources



1. DC Public Schools Residency and Pre-Enrollment Training SY19-20, Enrollment Operations Team, March 2019
2. <https://enrolldcps.dc.gov/>
3. SY21-22 District of Columbia Public Schools Enrollment and Lottery Handbook
4. (School-Facing SeamlessDocs Guidance v12 FINAL (1).pdf)
5. <https://osse.dc.gov/page/office-enrollment-residency>
6. OSSE Guidance Related to Coronavirus (COVID-19): 2021-22 School Year Residency Requirements
7. School Level Non-Resident Tuition Paying Student Protocol FINAL.pdf



Q & A