



April 1, 2021

Dear Ellington Community,

We thank you for your patience during this time and hope this email finds you well and safe at home. DCPS has transitioned to an entirely online enrollment process in light of the COVID-19 pandemic and school closures.

At Ellington, our Registrar, Mr. Dana Nearing is your primary point of contact, along with myself. As we are entering our fourth year of 100% OSSE Audit, I cannot stress enough the importance of 100% family participation as we aim to meet our Enrollment Benchmarks. We hope to have all of you fully enrolled by April 26th.

Lastly, as you will see outlined below, families are able to use the Office of Tax and Revenue to verify residency without providing additional materials. This is the easiest and most convenient method for families and given our current challenges, we strongly suggest you taking this route.

Again, we thank you for your patience and we want to remind all families that EVERYONE MUST ENROLL ANNUALLY! Here's to another successful enrollment season!

Respectfully,

Savannah Williams (she/her/hers), Director of External Affairs & Community Engagement
&

Dana Nearing, Registrar (he/him/his)

DukeEllingtonenroll@k12.dc.gov

(571) 440-2279

Office Hours: Monday – Friday, 8a -4p

DESA SY21-22 Enrollment Notes & Best Practices

PERSONS ELIGIBLE TO ENROLL A STUDENT

- **Parent** - a natural parent, stepparent, or parent by adoption who has custody or control of a student, including joint custody.
- **Guardian** - an appointed legal guardian of a student by a court of competent jurisdiction.
- **Custodian** - a person to whom physical custody has been granted by a court of competent jurisdiction.
- **Other Primary Caregiver*** - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, *and* whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- **Adult Student** - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction

*Above information taken from <https://osse.dc.gov/publication/dc-residency-verification-forms>

*Power of Attorney documentation is insufficient evidence of authority to enroll a student

RESIDENCY VERIFICATION TIPS & BEST PRACTICES

- **HIGHLY RECOMMENDED!!!** – If eligible, consider verifying your residency for OSSE using [Method A](#) (see next page). Office of Tax & Revenue verification option found here: <https://sled.osse.dc.gov/ResidencyVerification/Index/2546>
- **(NEW) DOCUMENT UPLOADING** - The online enrollment packet will not automatically prompt you to upload your residency documents (like last year). So, before you move forward with signing your documents and submitting the packet, be sure to hit the paperclip icon and upload your residency documents.
- **SPELLING OF NAME:** Check that your name is spelled correctly and is consistent across all documents, especially if you have spaces, hyphens, multiple first/last names, and/or use nicknames.
- **ADDRESS:** Be sure that your address is correct and consistent across all documents and includes a **quadrant** (i.e. NE, NW, SE, SW) and **apartment/unit number** (if applicable)
- **TAXES:** If using a paystub, be sure that only DC taxes are being deducted AND no other state (i.e. Maryland, Virginia) is mentioned, even if no taxes are being deducted for that state
- **UTILITIES/LEASE:** If using a utility payment and/or lease for verification, be sure to have made a utility and/or rent payment within the two months preceding enrollment and be able to show proof of that payment. Families impacted by COVID-19 who cannot make rental payments in full cannot use their lease for residency verification but partial utility payments are acceptable.
- **RESIDENCY SHOULD BE PROVED AT TIME OF ENROLLMENT.**

ELECTRONIC ENROLLMENT via SEAMLESS DOCS

- Very first step...have a **valid email address** that you check regularly (dc.gov email address may not be used per DCPS).
- **Enrollment packet and DCPS FAQs** can be found here: <https://enrolldcps.dc.gov/>
- **Save your packet periodically** so you do not lose the information you entered. The packet will time out after 10 minutes or so if your activity has stopped and your unsaved changes will be deleted.
- Please **complete ALL fields** if possible, even if the field is not required (as indicated by a *). If you do not have a piece of information, type "NA" (meaning not available).
- Use **one electronic device** to complete the application; have residency proof documents on that device ready for upload.
- **Email all other necessary forms** (i.e. health forms, Other Primary Caregiver documents, seat acceptance forms, etc.) directly to DukeEllingtonenroll@k12.dc.gov. [Proof of birth must also be uploaded for all new/incoming students.](#)

DC Residents, see all residency verification options on the next page!

Non-DC Residents, skip to the bottom for your next steps...

RESIDENCY VERIFICATION OPTIONS

Enrolling person, follow ONE of the methods (A-C) to verify your DC residency.

A	Verify with a school official. If you are experiencing homelessness, a ward of the District, and/or a participant of a District public benefits program, such as Medicaid, Supplementation Nutrition Assistance Program, or Temporary Assistance for Needy Families – your school may already have your information. Check with your school official or the school’s homeless liaison. Verify through the Office of Tax and Revenue (OTR). Re-enrolling families/students are often able to verify residency using OTR residency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student’s Social Security number. The student must be re-enrolling in the same local education agency and enrolling in grades K-12. Login to the system at ossedtax.com. If successful, your verification will then be available for your school to confirm.	
	Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.	
B	ONE item is needed from this list. • A valid pay stub issued within 45 days of the school’s review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period. • Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs. • Certified copy of Form D40 by the DC Office of Tax and Revenue (OTR), with evidence of payment of DC taxes for the current or most recent tax year and must bear the OTR stamp. • Current military housing orders or statement on military letterhead, must be official correspondence and cite the specific DC address of residence. • Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person currently resides, or will reside, on embassy property in DC during the relevant school year.	TWO different items are needed from this list. • DC motor vehicle operator’s permit or official government-issued non-driver identification that is valid and unexpired. • DC motor vehicle registration that is valid and unexpired. • Lease or rental agreement that is valid and unexpired <u>with a separate proof of payment of rent</u>, such as receipt of payment, money order, or copy of cashed check. <i>The lease</i> must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. <i>The separate proof of payment</i> must be for a period within two months immediately preceding the school’s review of this form and match the monthly rent amount stated on the lease. • Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill, such as receipt of payment printout, money order, or copy of cashed check. <i>The utility bill</i> must be for a period within the two months immediately preceding the school’s review of this form. <i>The separate proof of payment</i> must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A credited amount on a bill and government agency letter subsidizing payment for utility are also acceptable proofs of payment.
C	Verify through a home visit. If you are unable to verify through one of the above methods, speak with your school official about a home visit.	

Enrolling as a non-resident student

Non-resident students are only eligible to attend a District public school if there are no eligible DC residents on the waitlist, the LEA agrees to enroll the student, there is a signed tuition agreement in place with the Office of the State Superintendent of Education, and an initial tuition payment has been made. To complete a tuition agreement and tuition payment, please email osse.residency@dc.gov. Non-residents are not eligible for enrollment through the District’s Pre-K Enhancement and Expansion Funding Program.

Persons eligible to enroll a student.

- **Parent** - a natural parent, stepparent, domestic partner, or parent by adoption who has custody or control of a student, including joint custody.
- **Guardian** - an appointed legal guardian of a student by a court of competent jurisdiction.
- **Custodian** - a person to whom physical custody has been granted by a court of competent jurisdiction.
- **Other Primary Caregiver** - is a person other than a parent or court-appointed custodian or guardian who is the primary provider of care or control and support to a student who resides with him or her, *and* whose parent, custodian, or guardian is unable to supply such care and support due to serious family hardship.
- **Adult Student** - A student who is 18 years of age or older, or who has been emancipated from parental control by marriage, operation of statute, or the order of a court of competent jurisdiction.