SY20-21 Enrollment

Mr. Dana Nearing,

Registrar

Ms. Savannah R. Williams (formerly Overton),

Director of Enrollment & Educational Partnerships

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** SY20-21 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/node/76

- 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.

- You will receive an email confirmation once your documents have been signed in Seamless Docs

- Student data will be entered into Aspen and they will be **PRE-ENROLLED** for SY20-21. They will be fully enrolled once DCPS rolls Aspen over into SY20-21 over the summer

New, Electronic Enrollment Process

- **The packet can be found here: https://enrolldcps.dc.gov/node/76**

- **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)

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

Non-DC Residents & Tuition

- 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 begin around July.

- [Non-Resident FAQs from OSSE](#)

DESA SY20-21 Enrollment Notes & Best Practices

Let's take a look at the document that was emailed out on April 27th from DESA with subject line:

"PRE-ENROLLMENT NOW OPEN!"

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?

Any address changes that occur after you enroll will require you to go through the entire Residency Verification process again.

Important Dates

Submit your packet before May 24th!

*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
  Enrollment related:
  DukeEllingtonenroll@k12.dc.gov
  Everything else:
  dnearing@ellingtonarts.org
  (571) 440-2279 (New, remote office number)
  Office Hours: Monday – Friday, 8a - 4p

- **Savannah R. Williams**
  Director of Enrollment & Educational Partnerships
  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. (School-Facing SeamlessDocs Guidance v12 FINAL (1).pdf)

4. https://osse.dc.gov/page/office-enrollment-residency

Q & A