Enrollment Forms SY24-25

All students enrolled at DC Prep must complete and submit:

1. Student information form
2. OSSE home language survey
3. Birth Certificate and/or proof of age/guardianship
4. Universal Health Certificate
5. Oral Health Certificate
6. DC Residency Verification form
7. Proof of DC residency

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Introduction

Student Enrollment/Re-enrollment Form 2024-2025 School Year

Welcome to DC Prep's Student Enrollment Form.

Please follow the steps below to fully enroll your child at DC Prep:

1. **Submit Enrollment Form -** you are doing this today! To start, click the "Next" button below.
2. **Submit Proof of DC Residency -** do this after completing #1 and before the enrollment deadline.
3. **Sign the DC Residency Verification Form** - emailed to you to to sign after successful completion of step #2. Must be signed before the enrollment deadline.

Note: If you have more than one child, you must complete the 2024-2025 enrollment form, submit proof of residency and sign a DC residency verification form for each child.

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> **Read-Only Field**

> **Hidden Field**

Student Enrollment Form 2024-2025

stu_ApplicationID

stu_PowerSchoolID

stu_Email

stu_CurCampus

p1_NameHidden

p2_NameHidden

admission_cycle

sig_page

Application_MSDC_ID

This student is enrolling at DC Prep's

- Select -

He/she is

- Select -

stu_CurGrade

Grade Enrolling

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Student Information

stu_ID

First Name

Middle Name

Last Name

Gender

- Select -

Date of Birth
(mm/dd/yyyy)

Congratulations! Your child is eligible to enroll in DC Prep for the 2024-2025 School Year!

Please indicate: required

Yes! I will be enrolling my child at DC Prep for the SY24-25.

Home Address

This is the address that you will be required to provide proof of DC residency at.

Home Address required

Apt/Number

City required

- Select -

State required

- Select -

Zip Code required
xxxxx

Resident of the District of Columbia? required

- Select -

Proof of DC Residency must be submitted in person or electronically to your DC Prep campus by the legal guardian enrolling the

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Choose at least one from the list below.

☐ Permanent

☐ Hotel/Motel

☐ Shelter

☐ Unsheltered

☐ Doubled-up

☐ Foster Care/CFSA

☐ Awaiting Foster Care

☐ Unaccompanied Youth

If you move at any point in time, you must notify your child's school and you must provide us with proof of your new home address.

School Message System

DC Prep uses a school communication system to send telephone and email messages to the entire DC Prep community. We use this system to notify families of school delays or cancellations, school event reminders, or emergency situations. Some school alerts and announcements sent out via telephone and email may be translated. In which language would you prefer to receive these school communications?

Language   required

- Select -

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Family Information

Student's primary residence is with: required

- Select -

Who has legal custody of this student? required

- Select -

Please make sure that DC Prep has all required legal documents to comply with custodial arrangements. Only the child's legal guardian may complete enrollment requirements. A member of the campus team may follow-up to request additional information. Failure to provide legal custodial paperwork may result in release of your child's seat at DC Prep.

Does either parent/guardian of this child serve in the active duty or reserve military? required

- Select -

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Contact Information

Please enter the names and contact information for the parent(s)/guardian(s), emergency contact(s), and dismissal contact(s). You may list up to 8 contacts in total for your student.

Parent 1 (This should be the primary guardian - often mother or father)

First Name

[   ]

Last Name

[   ]

Suffix

[- Select -]

Gender required

( ) Male

( ) Female

( ) Non-Binary

Relationship to Student required

[- Select -]

Emergency Contact required

( ) Yes

( ) No

Has physical custody required

( ) Yes

( ) No

Can pick up student required

( ) Yes

( ) No

Should receive alert message notifications (weather closure, emergency, reminders). required

( ) Yes

( ) No

Resides at required

( ) Yes

( ) No

Parent 1 Contact Information

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- Select -

Preferred phone number?

⚪ Yes

⚪ No

Phone 2 Number
xxx-xxx-xxxx

[   ]

Phone 2 Type

- Select -

Preferred phone number?

⚪ Yes

⚪ No

Phone 3 Number
xxx-xxx-xxxx

[   ]

Phone 3 Type

- Select -

Preferred phone number?

⚪ Yes

⚪ No

Email Address

[   ]

Contact 2 (often the second parent or close relative or friend)

First Name

[   ]

Last Name

[   ]

Suffix

- Select -

Gender

⚪ Male

⚪ Female

⚪ Non-Binary

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Emergency Contact

◯ Yes

◯ No

Has physical custody

◯ Yes

◯ No

Can pick up student

◯ Yes

◯ No

Should receive alert message notifications (weather closure, emergency, reminders).

◯ Yes

◯ No

Resides at

◯ Yes

◯ No

Contact 2 Contact Information

Phone 1 Number
xxx-xxx-xxxx

Phone 1 Type

- Select -

Preferred phone number?

◯ Yes

◯ No

Phone 2 Number
xxx-xxx-xxxx

Phone 2 Type

- Select -

Preferred phone number?

◯ Yes

◯ No

Phone 3 Number
xxx-xxx-xxxx

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Preferred phone number?

○ Yes

○ No

Email Address

[   ]

Additional Contact

Would you like to add another emergency or dismissal contact?

○ Yes

○ No

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Contact Priority

In this section, please rank the order in which you would like the people listed on the previous screen to be contacted by the school. Most families chose to have the primary parent(s)/guardian(s) listed as the top #1 and #2 people to contact regarding school issues. To adjust the priority in which contacts will be called, please select the appropriate order number next to the name.

One contact must have a priority of 1.

required

- Select -

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Sibling Information

Does this student have any siblings who will be enrolled at DC Prep for the 2024-25 school year? required

- Select -

Sibling is defined as two students sharing at least one (1) parent. Please only list siblings that will be enrolled at DC Prep for the upcoming 24-25 school year. Please remember that all enrollment information must be completed for each student. You will have the opportunity to begin another form after confirming this student's information. Sibling must be admitted to DC Prep via MySchoolDC OR currently attending before they are eligible to enroll.

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New Student Information

MySchoolDC Information

Congratulations on being matched to DC Prep!

What number did you rank DC Prep on the application?   required

- Select -

How did you first hear about us? (check all that apply)

Choose at least one from the list below.

☐ Current or Former DC Prep Family/Student/Staff Member

☐ My School DC (Website, Ed Fest, My School DC Staff Member, Online Search)

☐ Internet Search (DCPCSB.org, Google, Yahoo)

☐ Information Recieved at Current School or Daycare

☐ Mobile App Ad or Social Media (Facebook, Instagram, Twitter)

☐ Metro Rail, Bus or Bike Shelter Ad

☐ Enrollment Event (Community Fair, etc)

☐ Postcard or Flyer posted in your Neighborhood/Home/Community

☐ Greatschools.org, Winnie, or Niche Website

☐ Community Organization (Martha's Table, Horton's Kids, etc)

☐ My child was previously enrolled at DC Prep

Home Language Survey

Home Language Survey
As part of the enrollment process in DC Public and Public charter schools, all parents and guardians must complete the Home Language survey. Schools use the Home Language Survey to determine if your child is eligible to take an English language proficiency screener. The screener helps your school determine if your child qualifies to participate in the school's English language learner program.

If you speak more than one language at home, please indicate such in the drop-down menu.

What is the primary language used in the home?   required

- Select -

What is the language most often used by the student?   required

- Select -

What language or languages did the student use first?   required

- Select -

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Name of previous school/daycare (for the 2023-2024 school year): required
enter "N/A" if applicant is not yet enrolled in school

Previous School Type required

- Select -

Special Needs

Does your child have any special learning needs? required

◯ Yes

◯ No

Does your child have an Individualized Education Plan (IEP)? required

◯ Yes

◯ No

Does your child receive English Language Learner (ELL) services or assistance? required

◯ Yes

◯ No

At DC Prep we are committed to student learning. In order to help your child achieve at a high level, we must have all available information about any evaluations, identified learning needs, or special education requirements for your child. If your child has an IEP, the entire special education file (including current and past IEPs, copies of evaluations, MDT notes, and progress reports) must be submitted once enrollment is complete.

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Read-Only Field

Hidden Field

Student Health

Health Concerns

Does your child have any medical conditions (asthma, allergies, diabetes, etc), or dietary restrictions (allergies including nut, egg, soy, dairy, etc) or special dietary needs (vegetarian, vegan, gluten-free, etc) that may cause any concern and/or would be important for school staff to know?

Please select   required

- Select -

If your child needs medication during school hours, an authorization form signed by you and your child's doctor will be required on or prior to the first day of school. Medication authorization forms will be available from the School Nurse.

In the event we cannot reach a parent/guardian or emergency contact and your child is experiencing a serious medical situation, we may call 911 and have them evaluated by EMS. If ambulance transport to the hospital is necessary, your child will be accompanied by a DC Prep staff member until a parent/guardian or emergency contact arrives. We will continue to make every effort to reach parents/guardians and emergency contacts by phone throughout the situation.   required

- Select -

Dismissal

The information you provide here will be used for the remainder of SY23-24 and all of SY24-25 dismissal.

Are you interested in aftercare through DC Prep?   required

○ I am interested in a five-day-a-week aftercare program hosted at a DC Prep location. (This program is fee-based, and is offered to Preschool to 6th grade students, from dismissal to 6pm.)

○ I am NOT interested in enrolling in full-week aftercare, but would be interested in a fee-based aftercare option for Wednesdays only, when school is dismissed at 2 PM.

○ I am not interested in aftercare.

Please note – clicking this does not enroll you in our aftercare program. After care enrollment through Champions and begins in the late spring.

Please indicate which dismissal options you grant permission for your child to do.

Choose at least one from the list below.

☐ will attend Beacon House (open to Ward 5 residents at Edgewood Campuses)

☐ will be picked up by an after-school program

☐ is permitted to walk home without an escort

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☐ will be picked up by me (the parent(s) or legal guardians(s))

To help us plan a smooth drop off and pick up system, please indicate how the student will commute to and from school most day. [required]

- Select -

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Photo Release

To assist DC Prep in its marketing, publications, website, fundraising, and operations - both within the DC Prep family and in the local and national community in which DC Prep is active - I give DC Prep, and any third party it authorizes, permission to take photographs, videotape, film, other recordings, or anything similar of my child, and to use these images and recordings.

I agree   required

- Select -

Release of Records

I hereby authorize the enrolling school to request records from the current school for the student above. I also hereby authorize the enrolling school to request records from any other previous schools that the student above has attended. I understand that the enrolling school will not further transfer or communicate the records to any other party or agency without my express written consent except under authority of the Family Educational Rights and Privacy Act (FERPA) (20U.S.C. § 1232g; 34 CFR Part 99).

I agree   required

- Select -

Proof of Vaccinations

The Office of the State Superintendent and DC Department of Health require that all students must be up-to-date with routine childhood vaccinations in order to attend any school or Licensed Childcare Development Center. Please find all the information you need including immunization sites and exemption next steps here.

I understand   required

- Select -

Parent/Legal Guardian's Signature

Student Name:
Grade Level:
Enrollment Campus:
Contact 1:
Contact 2:

I certify that all the answers given on this enrollment form and any additional forms submitted to DC Prep are true, accurate, and complete. I understand that if I have given false or misleading information or failed to provide significant information on this enrollment form, my child may be discharged from DC Prep.

I understand that my child's enrollment is not complete until Proof of DC Residency has been provided. I understand that if I lack fixed, regular, adequate nighttime residence I may still enroll by disclosing this information to a member of DC Prep's enrollment team.

I understand that my child is not fully enrolled in DC Prep until the school has all required documents (including, but not limited to, proof of residency, birth certificate, report cards, IEPs, medical and dental forms, etc.).

I understand that in an emergency, the judgment of the school authorities will prevail. The recommendation of the parent/guardian as indicated on this form will be respected as far as possible.

I certify that I am a parent/legal guardian of this child.

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Electronic Signature required
please type name of parent/guardian

Date required
(mm/dd/yyyy)

The District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) prohibits discrimination on the basis of marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, familial status, source of income, place of residence or business, genetic information, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

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