



ONE VISION
MISSION
FRIENDSHIP



SY 2020-2021

Friendship PCS Parent Registration Meeting

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SY 2020-2021 Registration

Registration Process

- **Step 1:** Submit an online Friendship Registration Form through InfoSnap. (Families will receive an email containing the student's snapcode).
- **Step 2:** After you complete the online registration, you will receive an email to complete an electronic residency agreement.
- **Note:** Step 1 and Step 2 are due by **June 15, 2020**

Health and Immunization Records

- **All students are required to have the following submitted before the first day of school for SY 20-21.**
 - Current proof of Immunizations, Oral Health Form, Universal Health Certificate, and Human Papillomavirus Vaccination (HPV).
- Note:** Health records will **not** prevent you from completing registration for your scholar for SY 20-21.

NO SHOTS, NO SCHOOL!

The Office of the State Superintendent of Education (OSSE) No Shots, No School policy WILL be mandated at our school this year.

ALL DC students must be up to date on their immunizations and have current health forms on file before the upcoming school year.

Starting with the 2020-21 school year, students who have not received their required immunizations may be removed from school until they receive the required immunizations and provide documentation to the school.

Electronic Documentation Submission via Ad Esign

- **Step 1:** Families will receive an email from FPCS <echosign@echosign.com> to begin registration phase II.
- **Step 2:** Parents will click on **“Open Agreement”** and complete all required fields on the DC Residency Verification Form (DCRV). Parents can attach proof of residency to the agreement before signing the DCRV Form.
 - **Note:** Pictures of the proof of residency are acceptable as long as it meets the submission criteria. The picture is only acceptable if it is attached to the Open Agreement.

Electronic Documentation Submission via Adobe Esign, Cont'd

- **Step 3:** Parent will receive email confirmation of their signature and next steps.



- **Step 4:** The enrolling school will receive the Adobe Esign DCRV and Proof of Residency once the parent signs and submit. School will review the DCRV Form and Proof of Residency. If DCRV form and proof of residency meets the criteria, Friendship will sign the agreement and parent will receive confirmation once registration is completed.
 - **Note:** If documentation does not meet the criteria Friendship has the right to request another proof of residency.

Acceptable DC Proof of Residency

ONE item is needed from this list to verify residency.

- 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), and Supplemental Security Income, housing assistance or other programs.
- **Certified copy of Form D40** by the DC Office of Tax and Revenue, with evidence of payment of DC taxes for the current or most recent tax year and must bear the DC Office of Tax and Revenue 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 and student or the adult student currently reside, or will reside, on embassy property in DC during the relevant school year.

Acceptable DC Proof of Residency, Cont'd

OR	TWO items are needed from this list to verify residency.
	<ul style="list-style-type: none">• 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 must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.</i> <i>The separate proof of payment 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.</i>• Utility bill (only gas, electric, and water bills are acceptable) <u>with a separate paid receipt showing payment of the bill</u>, such as receipt of payment printout, money order, or copy of cashed check. <i>The utility bill must be for a period within the two months immediately preceding the school's review of this form.</i> <i>The separate proof of payment 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.</i>

Acceptable DC Proof of Residency, Cont'd

All items must include the same name and address of the enrolling person as completed on the DC Residency Verification Form (DCRV) and school-based enrollment documents.

If you are unable to offer one of the methods for submitting proof of residency, contact us to schedule a home visit.

DC Residency Verification Form (DCRV)



DC Residency Verification Form –2020-21 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. Choose ONE after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian or Other Primary Caregiver with proper documentation; 2) the enrolling person has established a **physical presence** in the District of Columbia; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

✘ Student First Name:	✘ Student Last Name:	✘ DOB:
✘ Name of 2020-21 School Year School:		
✘ Enrolling person > First Name:		✘ Last Name:
✘ I am the:	<input type="checkbox"/> student's legal parent/guardian/custodian <input type="checkbox"/> student's Other Primary Caregiver and completed the OPC Form <input type="checkbox"/> adult student <input type="checkbox"/> minor parent and completed the sworn statement	
✘ Address of enrolling person:		
✘ City:	✘ State:	✘ ZIP:
		✘ DC Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
✘ Email:	✘ Phone:	

Step Three: Sign Certification of Residency Requirements.

- I certify that I am the parent or the valid guardian, custodian, or Other Primary Caregiver and am submitting valid and proper residency documentation accordingly or have identified myself as a non-resident and understand the required tuition agreement and tuition payment needed for enrollment.
- I certify that I have established and will maintain a physical presence in the District, defined as the "actual occupation and inhabitation of a place of abode with the intent to dwell for a continuous period of time"; and I am submitting valid and proper documentation to verify residency, as set forth in 5-A DCMR § 5004; or, I have identified myself as a non-resident and will complete the required tuition agreement and tuition payment.
- I consent to the disclosure of residency information if enrolled in a government-funded financial assistance program (Medicaid, TANF, SNAP) for the sole purpose of verifying District residency. By signing below, I am saying: I authorize the Office of the State Superintendent of Education (OSSE) to obtain my personally identifiable information from other state or federal agencies, including but not limited to, the DC Department of Human Services (DHS), the DC Housing Authority (DCHA), and the Department of Health Care Finance (DHCF). OSSE will protect my information and follow all applicable laws regarding the protection and use of this information.
- I understand that enrollment of the above-named student in District of Columbia Public Schools, public charter schools, or other schools providing educational services funded by the District of Columbia is based on my representation of **bona-fide DC residency, including this sworn statement of physical presence and my submission of valid and proper documentation verifying residency** or by completion of a tuition agreement and tuition payments.
- I understand that even if the documentation I provide appears to be satisfactory, OSSE or school officials, with reasonable basis, may seek further information to verify the student's residency or the Other Primary Caregiver status of the adult enrolling the student.
- If the District of Columbia, through OSSE, determines that I am not a resident or an approved non-resident under 5-A DCMR § 5007, I understand that I am liable for payment of retroactive tuition for the student, and that the student may be withdrawn from school.
- I understand that if I provide false information or documentation, I can be referred to DC Office of the Inspector General for criminal prosecution or to the DC Office of the Attorney General for prosecution under the False Claims Act and under D.C. Code § 38-312 which provides that any person who knowingly supplies false information to a public official in connection with student residency verification shall be subject to payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment.
- I understand that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies including but not limited to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.
- I am aware that the District of Columbia may use whatever legal means it has at its disposal to verify my residence and I consent to the disclosure of residency information to the appropriate local authorities for verification and/or investigation.
- I agree to notify the school of any change of residence for myself or the student within three school days of such change.

✘ Enrolling Person SIGN HERE: _____ ✘ DATE: _____

How to complete the DCRV Form page 1?

Step One of the DCRV: Read section one (1) before starting to complete the form.

Step Two of the DCRV: Complete all sections with the ✘ beside it with accurate information.

Step Three of the DCRV: Read section three (3) before signing and dating the form.

DC Residency Verification Form (DCRV), Cont'd

How to attach valid DC Proof of residency on page 2 of the DCRV Form?

Step Four of the DCRV: On page 2 of the DCRV at the bottom you can attach your valid proof of residency.

- **Note:** You can attach two files to the **Adobe E-sign** open agreement.

Step Five of the DCRV: After you attach your residency a signature block will display on the next page. Complete Signature and Title.

- **Note:** For Title enter Parent/Guardian and or Other Primary Caregiver (OPC); whichever, reflects your status for the student.

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.

ONE item is needed from this list to verify residency.	TWO items are needed from this list to verify residency.
<ul style="list-style-type: none"> • 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, with evidence of payment of DC taxes for the current or most recent tax year and must bear the DC Office of Tax and Revenue 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 and student or the adult student currently reside, or will reside, on embassy property in DC during the relevant school year. 	<ul style="list-style-type: none"> • 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 with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check. <i>The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.</i> <i>The separate proof of payment 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.</i> • 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 must be for a period within the two months immediately preceding the school's review of this form.</i> <i>The separate proof of payment 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.</i>

B **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.

C **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 bsse.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, 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.

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Page 2 of 2

Signature: *Vida Thomas*

Email:

Title:

Step Six of the DCRV: Submit

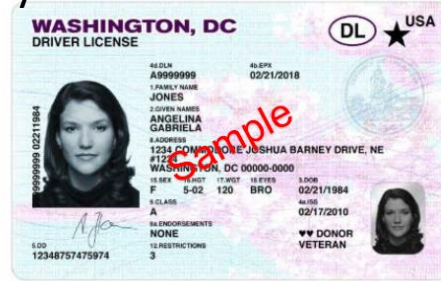
Acceptable Electronic Documentation Submission Criteria

- Friendship PCS will only accept electronic proof of residency based on the following criteria.
 - The proof of residency documents is exportable;
 - The proof of residency document is legible;
 - The proof of residency document has all required elements;
- Note: If OSSE or Friendship reasonably concludes that additional information is needed to verify the student's residency, further documentation can be requested from the enrolling person, including hard copies of electronically submitted documents.

Acceptable Electronic Documentation Submission Criteria, Cont'd



- Pictures of the valid proof of residency are acceptable and must be legible
 - Pictures must be saved to your computer in order to attach the file to the **Adobe E-sign** open agreement.
 - Pictures must capture all residency requirement elements from slide 6, 7 and 10.
 - Pictures must be taken on a clear flat surface.
 - The picture of the proof of residency must align with the DCRV and the enrolling parent information.



Example of how a picture should be displayed when attaching the document to the **Adobe E-sign** open agreement.

School Contact Information

Friendship School Information for Registration	
CAMPUS	PHONE #/ Email
Armstrong Elementary & Middle	202-656-0015 AS-Enrollment@friendshipschools.org
Blow Pierce Elementary & Middle	202-345-3155 BP-Enrollment@friendshipschools.org
Chamberlain Elementary & Middle	202-643-7440 CH-Enrollment@friendshipschools.org
Collegiate Academy & Collegiate Online	202-455-0316 CA-Enrollment@friendshipschools.org
Ideal Elementary & Middle	202-630-6277 ID-Enrollment@friendshipschools.org
Southeast Elementary & Middle	202-903-9146 SE-Enrollment@friendshipschools.org
Technology Preparatory Academy	202-524-0830 TP-Enrollment@friendshipschools.org
Woodridge International Elementary & Middle	202-505-2103 WR-Enrollment@friendshipschools.org
Friendship Community Office	202-281-1700 or enroll@friendshipschools.org

Thank You!

