

April 3, 2019



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL
A Classical Education for the Modern World

Dear Families,

Though it may be hard to believe, the school year is drawing to a close. Re-enrollment for next school year has begun. **Parents/guardians of all returning students must complete the re-enrollment process and provide proof of residency BY MAY 15, 2019 to secure their child(ren)'s spot(s) at Latin for next year.**

NOTE: We will not be able to accept residency documentation electronically this year; **proof of residency must be submitted by the parent/guardian in person at the school**. Parents may come during regular school hours for this process (8:00 to 4:00 pm daily) or during one of the following special re-enrollment events:

- Every Tuesday from April 9th through May 14th, 4:00 - 6:00 pm
- Saturday, April 27th, 10:00 am - 2:00 pm

If your child(ren) will not be returning to Latin next year, please let us know by emailing the Enrollment Team at enrollment@latinpcs.org.

The re-enrollment process includes three steps: completing an in-person residency verification process (by 5/15), submitting the online enrollment form (by 5/15), and submitting required health documents (before school begins in August). *You may submit the enrollment form before or after verifying residency, as long as you complete both by 5/15.*

- **Verify your DC residency** – Parents/guardians must demonstrate **in person** that they reside in DC each year in order to re-enroll their children at Latin. This verification process includes presenting a completed and signed [DC Residency Verification Form](#) to the Enrollment Team at Latin, along with documentation proving residency.
 - You may print the form in advance or pick up a blank form when you come to school to verify residency.
 - To prove residency, please bring the **original** supporting documentation to Latin (i.e. your driver's license and registration, not photocopies of these documents). You can read the details of what is acceptable documentation on page 2 of the form.
 - Families who have multiple children at Latin should complete a form for each student.
 - **Parents MUST complete this process by 5/15 to reserve their child(ren)'s spot(s) for 2019-20.**

- **Complete the Washington Latin Enrollment Form 2019-2020.** Please complete this online form with your child(ren)'s demographic information, which we will enter into our student database, PowerSchool. It is essential that this information be accurate.
 - Families who have multiple children at Latin should complete a form for each student.
 - Please email enrollment@latinpcs.org if you are unable to complete an online form.
 - **Parents MUST complete this form by 5/15 to reserve their child(ren)'s spot(s) for 2019-20.**

- **Submit completed health/dental forms** – Parents/guardians must submit updated health and dental forms each year by the first day of school in August. This includes:
 - [Universal Health Certificate](#) - Required annually for all grades, this documents immunizations, tuberculosis assessment, lead screening and a physical exam. This form must be completed by your child's doctor. If you have questions about DC's immunization requirements, please discuss them with your child's physician or contact the DC Department of Health Immunization Division at (202) 576-7130.
 - [Oral Health Assessment](#) - Required annually for all grades, this form needs to be completed by your child's dentist.
 - **Both forms are due by the first day of school, Thursday 8/22/19.**

Please contact us with questions: enrollment@latinpcs.org.

Si Ud. necesita este correo electrónico en español, puede contactarle Jessica Larios: [202-223-1111](tel:202-223-1111).

Thanks.

The Enrollment Team