



# Guide to (Re)Enrollment

## Welcome to Latin's enrollment process!

Enrollment is an important process that is required for each DC public school student every year, whether new to the school or re-enrolling. This process reflects what is REQUIRED by DC authorities, as well as what our school needs for each student. This Guide gives information you can use in completing the steps, all of which begin with the Enrollment Form. **Enrollment is open now and due by May 3, 2021!**

Please contact the Latin Enrollment Team with ANY questions or to request our help!  
[enrollment@latinpcs.org](mailto:enrollment@latinpcs.org)

## *Complete the Latin enrollment form online*

### [Washington Latin Enrollment Form](#)

**The first and most important part of the enrollment process is this form.**

- This form is where you give us your contact information, address, and other essential information for updating PowerSchool.
- Families who have multiple children at Latin should complete a form for each.
- It can **only** be completed online.
- Once you start, you are not able to save your work and continue later. We suggest that you have all your information at-hand before you start, including:
  - Your child's contact information
  - Your information and that of a second parent/guardian, if applicable
  - Residency documentation, both the **DC Residency Verification form** and copies/photos of residency proof
  - Health documents may be uploaded here but are not due until classes begin. Note that this includes **summer school**, which is strongly encouraged for all new-to-Latin students, beginning on June
  - If your child is new to Latin, you submit additional forms ([Special Needs Questionnaire](#), [Home Language Survey](#), and [Records Request](#))
- We strongly encourage you to add required forms to this Enrollment Form, keeping your documents in one location and speeding the process for you.
- Please email [enrollment@latinpcs.org](mailto:enrollment@latinpcs.org) if you are unable to complete an online form or have questions.

The Enrollment Form includes several sections, outlined below

### **1. Provide student and parent/guardian information.**

This information will be uploaded into our student database, PowerSchool. Even if you are already a Latin parent, please complete ALL these fields so that we know we have the most current information! We replace all contact information each year, so you should complete this to continue receive information from Latin!

### **2. Provide permissions and emergency contact information.**

This includes media permissions, field trip permissions (though you will be informed of any field trip details, this is to avoid you having to complete the same form each time).

### **3. Submit required health documents.**

These are due before school begins (including summer school) and will require your child's doctor and dentist to complete some information.

- [DC Universal Health Certificate](#)
- [Oral Health Assessment](#)

**Note** that all students MUST have up-to-date immunizations (**not** the COVID vaccine, but other regular childhood immunizations against polio, diphtheria, etc.)

### **4. Provide evidence of your DC residency.**

Parents/guardians must provide evidence of their DC residency each year to re-enroll their child(ren). This requires two things: a completed and signed form, and evidence of residency.

#### **Choose your method of proving residency**

The Residence Verification Form lists all options for providing evidence of your DC residency. Most families use **Method B – Provide documentation.**

**\*Helpful Hint:** have your documents ready when you start completing the enrollment form, so you can upload them into the form directly.

- Gather documentation proving residency (see list in Residency Form or below).
- Either a scan or a take a photo (phone photo is fine, as long as the document is legible) of each document you are submitting as proof of residency.
- Save it with a new name that includes your child's full name.
- Attach this new file to the Enrollment Form (**BEST OPTION!**)
- You may also email this new file later to [enrollment@latinpcs.org](mailto:enrollment@latinpcs.org).
- *Washington Latin may require a hard copy of those documents later, if necessary.*

#### **IMPORTANT**

Uploading your residency documents and the DC Residency Verification Form is just the first step and does not indicate final approval and thus student enrollment. The Enrollment Team must review each document to verify residency. If there are any problems or questions with your submissions, you will receive an email from [enrollment@latinpcs.org](mailto:enrollment@latinpcs.org).

The DC Enrollment Verification form includes the full detail on what is acceptable evidence of DC residency. Please see below.

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

<p><b>A</b></p>	<p><b>Verify with a school official.</b> 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.</p> <p><b>Verify through the Office of Tax and Revenue (OTR).</b> Re-enrolling families/students are often able to verify residency using OTRresidency verification process. The enrolling person must have paid taxes in DC during the previous fiscal year and have the student’sSocial 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 <a href="http://ossedtax.com">ossedtax.com</a>. If successful, your verification will then be available for your school to confirm.</p>	
	<p><b>B</b></p>	<p><b>Verify by submitting supporting documentation.</b> All items must include the same name and address of the enrolling person ascompleted on the DC residency verification form and school-based enrollment documents.</p> <p><b>ONE item is needed from this list.</b></p> <ul style="list-style-type: none"> <li>• A valid <b>pay stub</b> 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 listedfor deduction, even if the amount is zero. It must also show aDC personal income tax withholding amount greater than zero for both the current tax year and current pay period.</li> <li>• <b>Unexpired official documentation of financial assistance from the Government of the District of Columbia</b>, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limitedto, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), Supplemental Security Income, housing assistance or other programs.</li> <li>• <b>Certified copy of Form D40</b> 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 OTR stamp.</li> <li>• <b>Current military housing orders or statement on militaryletterhead</b>, must be official correspondence and cite the specific DC address of residence.</li> <li>• <b>Embassy letter</b> 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 therelevant school year.</li> </ul>
<p><b>C</b></p>		<p><b>Verify through a home visit.</b> If you are unable to verify through one of the above methods, speak with your school official about ahome visit.</p>

## **Step 2. Complete and sign the [DC Residency Verification Form](#)**

Download and complete, either on paper or online (the form can be filled out on a computer). ***If you have more than one child at Latin, you need to send us a form for each.***

### ***Submit the completed and signed form to Latin.***

#### ***Option A. Print the form, sign on paper, scan and submit it.***

- Download the form to your computer or other device.
- Complete it on your computer and then print the completed form OR print it and complete the form on paper.
- Sign the printed copy.
- Scan the completed and signed form.
- Save it with a new name that includes your child's full name.
- Attach this new file to the Enrollment Form **(BEST OPTION!)**
- You may also email it to [enrollment@latinpcs.org](mailto:enrollment@latinpcs.org).

#### ***Option B. Complete the form and request the option to provide an electronic signature (DocuSign).***

- Download the form to your computer or other device.
- Complete it on your computer (EXCEPT the signature).
- Save it with a new name that includes your child's full name.
- Attach this new file to the Enrollment Form **(BEST OPTION!)** or email it to [enrollment@latinpcs.org](mailto:enrollment@latinpcs.org).
- We will email you a link to sign your completed residency form.

## ***5. New-to-Latin Students***

You have a few more forms to submit, and all are **REQUIRED**:

- [Special Needs Questionnaire](#)
- [Home Language Survey](#)
- [Records Request](#)

**If you have ANY questions or need our assistance, please email us!** We will be in touch by email or phone as soon as possible. [\*\*enrollment@latinpcs.org\*\*](mailto:enrollment@latinpcs.org)