



WASHINGTON LATIN PCS

ADMISSIONS & ENROLLMENT POLICIES

New Student Admissions Process

Any student who is a resident of the District of Columbia is eligible to apply to Washington Latin. As open enrollment public charter schools, there are no admissions requirements except DC residency. We are not allowed to – and do not – look at test scores, past grades, or other academic background. Washington Latin participates in **MySchoolDC**, the District-wide common lottery for K-12 education for all DC residents.

Washington Latin currently accepts new students in grades 5-9 ONLY; we do not accept new students after 9th grade due to the Latin language requirement for graduation. The largest number of openings is generally for 5th grade (90 slots).

Enrollment Preference Policies

Washington Latin grants enrollment preference *per campus* (not across campuses) in this order:

1. Siblings of current students;
2. Children of current full-time employees who are DC residents;
3. Siblings of newly-admitted students.

Details of the Washington Latin sibling policy are as follows:

- To enroll a **sibling of a current Latin student**, the parent or guardian must complete and submit an enrollment application through MySchoolDC by the designated deadline. If an enrollment application for a sibling is not received by the application deadline, he/she will not qualify for enrollment under the Sibling Preference Policy.
- A sibling is defined as a biological, adopted, foster, or step-brother or sister with the same primary residence as the current Washington Latin student. Cousins, nieces, nephews, and unrelated children sharing an address with a Washington Latin student are not considered siblings.
- If, for any reason, the current Washington Latin student on whom the sibling preference was based withdraws from Latin before the start of the school year, the newly-enrolled sibling may be removed from enrollment and placed on the waiting list.
- Washington Latin also provides a **sibling-offered** preference. This preference is provided to students whose siblings are matched to our school through the MySchoolDC lottery. Once a student receives a space and is enrolled, all qualified siblings are moved up to the next available position for their grade. Note that the sibling-offered preference does not always result in the sibling securing a seat at Latin.
- Children of our full-time employees who are DC residents at the time of the lottery are eligible for our **staff preference**. Admission is limited to Grades 5-9. This preference is applied after the sibling-enrolled preference and before the sibling-offered preference. Employees' children may not exceed 10 percent of the school's total student body.
- Enrollment preferences are not a mandated policy for DC public charter schools. If Washington Latin does not offer any of these enrollment preferences during an enrollment period, siblings and employee children will be treated like all other applicants through the MySchoolDC lottery.

Re-Enrollment of Current Students

Re-enrollment for the next school year is not automatic for current students. Please note the following:

- Parent(s) and/or guardian(s) must return the *Re-Enrollment Intent Form* in the spring to the Enrollment Team by the deadline set by the school administrators (generally in early May) to reserve their place at Washington Latin. *Re-Enrollment Intent Forms* received after the deadline may not be accepted, and that student may be dropped from enrollment at the school for the next academic year.
- Submission of the form only holds a space for a student. Enrollment is not complete until the school receives the residency verification documents and immunization information, as required by law.
- Students who do not re-enroll for the next academic year are NOT eligible for summer opportunities funded totally or in part by Washington Latin or afforded through a partnership with our school. If a student participates in a summer program funded by Latin and does not re-enroll for the next academic year, his/her family will be responsible for reimbursing the school for the cost of the summer program(s) and any other related costs.
- Parents/Guardians of currently enrolled students can expect an email with information on re-enrollment in the spring with details on completing the necessary requirements. If you have questions, please contact our Registrar at 2nd Street or Dean of School Operations at the Cooper Campus.

Withdrawing a Student

As a charter school organization, we value the ability of parents/guardians to make choices regarding their child's educational placement. We recognize that for a variety of life situations a parent may choose to withdraw their child from one of the Washington Latin Public Charter Schools. Although we regret seeing any member of the Washington Latin community leave, we will assist parents in the transition.

To withdraw a student, parents must complete and sign a *Withdrawal and Exit Interview Form* and *Student Withdrawal Form* with the Enrollment Team. Once a decision on the student's next school has been finalized, the *Student Withdrawal Form* or *Verification of Enrollment* form must be completed by the receiving (new) school and returned to the Office of Enrollment Management before the official educational records will be released. Washington Latin will send the academic files to the receiving school within two business days after receipt of the *Student Withdrawal Form* or *Verification of Enrollment Form*. However, official educational records will not be released until all outstanding materials, and other obligations have been settled.

Once a student has formally withdrawn, the student forfeits her/his assigned enrollment space at Washington Latin Public Charter School and may not be eligible to re-enroll. Students who are withdrawn are NOT eligible for summer opportunities afforded through Washington Latin. The parents or guardians who withdraw a student before graduation will be asked to participate in an exit interview with a member of our administration.