



Steps to Enroll Your Child at Paul PCS, SY22-23

Enrollment Opens April 4th, 2022¹

STEP ONE: Complete the Online Registration Form

To complete the online registration form you need a “[snapcode](#)” which is your child’s unique enrollment code. It will be emailed to you from our enrollment system. Link to online registration form: [Paul Online Registration Form \(English\)](#)

STEP TWO: Prove DC Residency

Families must provide proof of DC residency every school year, after the online registration form is completed. You can do the process **in-person** or **virtually**. **Students who complete this by May 2nd are guaranteed a space for SY22-23.**

In-Person: Visit Paul during our Enrollment Office Hours. Be sure to bring acceptable proof of residency documentation (see the back of the DCRV ([this document](#)))**. We will review the information and complete the DC Residency Verification Form with you.

Virtual: To register your child virtually:

1. Email your acceptable documentation (see back of DCRV ([this document](#)))** to enrollment@paulcharter.org. A member of our team will review the documentation and follow up with you if anything else is needed.
2. Once your documentation has been accepted, we will send to your email an electronic copy of the DC Residency Verification form through a system called **PandaDocs**. This system will allow you to insert a signature and date.
 - We must receive your signature through the PandaDoc system or in person; we cannot accept the DC Residency Verification form itself over email per OSSE regulations.
 - It may take us several days to send out the PandaDoc system; if you have not heard from us within a week of submitting your documentation, please contact us.

****If you are currently experiencing homelessness, and do not have a permanent address, please contact (or come see) the Enrollment Team. The team will work with you to complete the process (following OSSE guidelines for homeless families). We will also connect you with our support team that can provide additional supports/services.**

Once Steps 1 and 2 are completed your child has secured his/her space at Paul for the 2022-2023 school year, but in order to start school in the fall, Step 3 also needs to be completed.

Step THREE: Documentation Required to Start School

Before the school year starts, submit the following documents so that your child can start school:

Immunization Records See OSSE’s [No Shots No School policy](#).

NEW STUDENTS ONLY:

Birth Certificate

Final Report Card (Submit in June after current school year ends)

Transcript (Submit in June, for students entering 10th grade, or 9th graders who earned HS credit in MS)

¹ Returning students and students matched via the MySchoolDC lottery have until May 2, 2022 to secure their seat. Students accepted from the waitlist will be given a deadline (a minimum of 10 business days after date of acceptance) to secure their seat. After the deadline seats are filled on a first come, first serve basis based on grade-level availability.

Be Ready for Fall @ Paul! SY22-23 Enrollment Process Overview

NEW students must apply / be matched or accepted through MySchoolDC.



MY SCHOOL DC

The Public School Lottery

Returning families do not have to apply through MySchoolDC.

Step 1:
Beginning April 4th, 2022 **NEW & RETURNING** students will be sent **SNAPCODES**. Use this to complete the Online Registration form.
If you need help with the Online Registration, come in during Office Hours OR call our **Enrollment Hotline at (202) 541-6411 (Mon-Fri, 8am - 4pm)**



Step 2:
Once Online Registration form completed, families must complete Proof of DC Residency either **in person during Office Hours** or **virtually via Pandadocs**.

In Person

Virtual



OPENING DAY IS MONDAY, APRIL 4TH

OFFICE HOURS
Monday - Friday
8:00 am - 3:30 pm

Special Saturday Hours:
Saturday, April 24th
8am - 12pm

Evening hours by appointment.

Visit us during our **Enrollment Office Hours** (see yellow box on left) to complete enrollment in person.

Be sure to bring your **Proof of Residency** documentation with you!

Email **Proof of Residency** supporting documentation to enrollment@paulcharter.org.

Once reviewed/accepted, you will receive an email with link to sign the **DC Residency Verification Form** (via Pandadocs)

NEED HELP?

We are here to help you! Contact us:

By email: enrollment@paulcharter.org

By phone: **(202) 541-6611**

In-person: Monday-Friday, 8 am - 3:30 pm



Step 3:
Families **must** submit the following in July to be ready to start school in August:

Immunization Records (All Students)
Final Report Card/Transcript (New Students Only)
Birth Certificate (New Students Only)

These items can be emailed to enrollment@paulcharter.org or brought to the school.



Visit our website (www.PaulCharter.org/apply) for more detailed instructions.

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