



Steps to Enroll Your Child at Paul PCS, SY23-24

Enrollment Opens April 3rd, 2023¹

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 1st are guaranteed a space for SY23-24.**

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. When completing the online application you will be given the opportunity to upload residency documentation or you can 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 support/services.**

Once Steps 1 and 2 are completed your child has secured his/her space at Paul for the 2023-2024 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 Immunization Policies](#).

Proof of Covid Vaccination Per OSSE regulation.

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 1, 2023 to secure their seat. Students accepted from the waitlist will be given a deadline when accepted 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! SY23-24 Enrollment Process Overview

NEW students must apply and be matched or accepted through [MySchoolDC](https://myschooldc.org).

Returning families do not have to apply through MySchoolDC.

STEP 1: Beginning April 3rd, 2023 **NEW & RETURNING** students will be sent **SNAPCODES**. Use this to complete the [Online Registration form](#).



OPENING DAY is
MONDAY, APRIL 3rd, 2023!

Office Hours

In-Person: M-F, 7:30 am - 3pm

Virtual: M-W-F, 8 am - 4pm

T-Th, 8 am - 6pm

Special Saturday In-Person Hours
Saturdays, April 22nd & April 29th
9 am - 2 pm

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



In Person

Visit us during **Enrollment Office Hours** (see yellow box) to complete enrollment in person. Be sure to bring your **Proof of DC Residency** documentation with you!

Virtual



Submit **Proof of DC Residency** supporting documentation as part of the online registration form or email it to enrollment@paulcharter.org.

Once reviewed and accepted, you will receive an email (via Pandadocs) with a link to sign the **DC Residency Verification Form**. Virtual support is available.

Need Help? Contact us:

Via Email:

enrollment@paulcharter.org

By Phone: (202) 541-6611

Or, come and see us!

STEP 3: Prior to the start of the school year, **families must also submit the following documents for their child to be able to start school**. *These items can be submitted as part of the online registration, emailed to us, or brought to the school.*



Medical record

All Students: Immunization Records | COVID Vaccination Record
New Students Only: Final Report Card/Transcript | Birth Certificate

