



TWO RIVERS PUBLIC CHARTER SCHOOL

ENROLLMENT GUIDE

2022-2023 SCHOOL YEAR

CONGRATULATIONS AND WELCOME TO TWO RIVERS PCS!

This enrollment guide walks you through our 3-step online registration to successfully enroll your child at Two Rivers.

After being matched with Two Rivers you will receive a welcome email from enroll@tworiverspcs.org with your enrollment specialist contact information. Your enrollment specialist will be your point of contact throughout the enrollment process and certify that all your documents have been successfully completed.

Finally, as a reminder, if you do not accept and complete enrollment by 5:00 pm on May 2nd, 2022, your child's SY 2022-2023 seat will be released.

TABLE OF CONTENTS

How to Enroll.....	3
Required Documents.....	4
Supporting Documents	5
Contact Information	6

HOW TO ENROLL

STEP 1

Complete PS application.

Email supporting proof of residency, birth certificate, health and dental certificates, and immunization records to your enrollment specialist at enroll@tworiverspcs.org.

STEP 2

Review and sign all other required enrollment forms sent from your enrollment specialist through DocuSign

STEP 3

Receive an email confirmation from your enrollment specialist once all documents have been submitted, signed, and approved.

WELCOME TO THE
BOAT!

REQUIRED DOCUMENTS

The Enrollment Specialist will reach out about these forms.

PowerSchool Application

Home Language Survey Form

DCRV + Proof

(please see the form for acceptable proofs of residency)

Birth certificate of child you are enrolling (pictures are accepted)

Authorization for Child's Emergency Medical Treatment

TR Records Release

Only for grades K-8.

SUPPORTING DOCUMENTS

REQUIRED

Immunization Records
DC Health Certificate
DC Oral Health Certificate

IF APPLICABLE

Report Card
Court Order / Caregiver Documentation
IFSP/IEP/504 Plan
Medication and Medical Treatment Plan

CONTACT INFORMATION

If you have any questions,
please do not hesitate to
contact us.

Asia Bell
Registrar
registrar@tworiverspcs.org
202-643-3184

Enrollment Specialist
tr_enroll@tworiverspcs.org