



TWO RIVERS PUBLIC CHARTER SCHOOL

# RE-ENROLLMENT GUIDE

2023-2024 SCHOOL YEAR

# RETURNING STUDENT RE-ENROLLMENT GUIDE

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To ensure a smoother process for families and staff, this year the Enrollment Team will stagger our re-enrollment start and end dates.

Rising 4G-8G families re-enrollment window will open on Monday, April 3 and will close on Friday, April 28.

Rising PS4-3G families re-enrollment window will open on Monday, May 1 and close on Friday, May 26.

Families with more than one student can re-enroll all students together.

As a reminder, if you do not complete re-enrollment by 5:00 pm on your assigned end date, your child's SY 2023-2024 seat will be released.

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# HOW TO RE-ENROLL

## STEP 1

Use SnapCode to log into PowerSchool to complete the School Year 23-24 re-enrollment form.

The SnapCode will be sent to the parent/guardian who verified residency for last school year.

If you have not received a SnapCode please check your junk mail or email your specialist.

## STEP 2

Following instructions from your enrollment specialists introduction email, please email your DC Proof of Residency.

Acceptable forms of DC Proof of Residency will be shared in your enrollment specialists introduction email.

## STEP 3

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

# REQUIRED DOCUMENTS

The Enrollment Specialist will reach out about these forms.

PowerSchool Online Registration  
Re-Enrollment Form

DC Residency Verification Form and  
DC Proof of Residency

# CONTACT INFORMATION

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

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