



Returning and Transfer Student Registration 2020-2021

Due to District-wide public health advisories relating to coronavirus (COVID-19), the annual residency re-enrollment process and deadline have been adjusted to minimize the number of people who need to enroll in person. Therefore, we are preparing to launch virtual re-enrollment sessions. The complete details of the enrollment and forms are listed below.

Re-enrollment for SY20-21 opens on **Wednesday, April 8, 2020**, and the deadline to re-enroll will be **Wednesday, May 27, 2020, at 5 pm**.

To expedite the annual residency re-enrollment process, we will use OSSE's Powerschool Online Registration form. To access the form you will need your SnapCode, which will be sent by email to the **enrolling parent/guardian** no later than Wednesday, April 8. The *enrolling parent/guardian* is defined as the person who will submit proof of DC residency last year.

In lieu of coming in-person while we are closed, OSSE has approved having proof of residency documents uploaded or emailed, and using electronic signatures. Please note, Two Rivers reserves the right to require hard copy forms of all electronic documents at a later date, and we will resume in-person when we re-open.

Two Rivers believes in access for all. Families with limited access to technology will work with our Registrar to ensure the residency enrollment is complete.

We will use the Trib and School Messenger to send enrollment updates. If you have any questions or concerns, or have technology access limitations please contact our Registrar, Julie Shepperson, registrar@tworiverspcs.org or 202-643-3184.



TWO RIVERS PUBLIC CHARTER SCHOOL

PK4 - 5th Grade Transfer Students: Any student transferring between elementary schools must complete all returning student requirements and the additional transfer document below.

Finally, if you do not complete your on-site re-enrollment by the deadline, we will offer your child's space to another student on the waitlist. If you have any questions or did not get your Snapcode, then please contact Julie Shepperson, registrar@tworiverspcs.org.

Online Enrollment Form - REQUIRED		
Form	Purpose	Guides/Links
<input type="checkbox"/> PowerSchool Online Registration	This form registers your student to attend Two Rivers PCS.	PowerSchool Online Registration Must be signed by enrolling parent/guardian submitting supporting documentation to prove DC residency.
Supporting Forms – REQUIRED		
Form	Purpose	Guides/Links
<input type="checkbox"/> DC Residency Verification	Certifies that you are a resident of the District of Columbia & therefore your student is eligible to enroll in DC Public Charter School.	DC Residency Verification Form Submit in person or upload to Powerschool Registration form. Must be verified & signed by an authorized School Official within 5 days of your signature.
<input type="checkbox"/> Authorization for Child's Emergency Medical Treatment	Authorizes Two Rivers and hospital to seek emergency medical treatment.	Authorization for Child's Emergency Medical Treatment Complete only if there are updates to the SY19-20 form.



TWO RIVERS PUBLIC CHARTER SCHOOL

		Submit in person or upload to Powerschool Registration form.
Supporting Documents - REQUIRED		
Form	Purpose	Guides/Links
<input type="checkbox"/> Proof of Residency	DC acceptable documents to proof of residency.	Methods to Prove DC Residency Submit in person or upload to Powerschool Registration form. Two Rivers reserves the right to require hard copy forms at a later date.
<input type="checkbox"/> DC Health Universal Health Certificate	Annual compliance with physical health standards set forth by the DC Department of Health.	DC Health Universal Health Certificate Parents must complete and sign part 1. Licensed Health Care Provider must complete parts 2 – 4 and stamp. No Shots, No School! Submit in person or upload to Powerschool Registration form.
<input type="checkbox"/> DC Health Oral Health Assessment Form	Annual compliance with oral health standards set forth by the DC Department of Health.	DC Health Oral Health Assessment Form



TWO RIVERS PUBLIC CHARTER SCHOOL

		<p>Parent/guardian must complete part 1. Dental Provider must complete part 2 and stamp.</p> <p>Submit in person or upload to Powerschool Registration form.</p>
<input type="checkbox"/> UPDATED Court order/Caregiver Documentation (Adopted parents or legal guardians ONLY)if applicable)	<p>Proves legal guardianship for non-biological parents Legal documentation to provide school guidance with custody perimeters/Prove guardianship.</p>	<p>Submit any updated custodial orders.</p> <p>Submit in person or upload to Powerschool Registration form.</p>
<p>Medication - if applicable, due by Friday, August 28, 2020 or before the 1st day of school</p>		
Form	Purpose	Guides/Links
<input type="checkbox"/> Medication & Medical Procedure Treatment Plan	<p>Authorization from physician & parent/guardian for schools to administer medication to your student.</p>	<p>Medication & Medical Procedure Treatment Plan</p> <p>Must be completed by a medical professional. Must be submitted with medication.</p>
<input type="checkbox"/> Medication	<p>Dosage of medication that is required to be onsite during the school year.</p>	<p>Unopened medication must be submitted by parent/guardian with Medication Action Plans & Medication & Medical Treatment Form. Must be submitted by parent/guardian.</p>



TWO RIVERS PUBLIC CHARTER SCHOOL

PK4 - 5th Grade Transfer Student ONLY: REQUIRED if your child will attend another TR elementary school in 2020-21

Form	Purpose	Guides/Links
<input type="checkbox"/> My School DC Seat Acceptance	Confirms you are releasing your student's current seat in a My School DC lottery school.	Submit in person or upload to Powerschool Registration form. Complete ONLY if your student is transferring (PK4 - 5.)