



TWO RIVERS PUBLIC CHARTER SCHOOL

# ENROLLMENT GUIDE

2022-2023 SCHOOL YEAR

# CONGRATULATIONS AND WELCOME TO TWO RIVERS PCS!

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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](mailto: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](mailto: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

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## 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

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

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202-643-3184

Enrollment Specialist  
tr\_enroll@tworiverspcs.org