TWO RIVERS PUBLIC CHARTER SCHOOL

ENROLLMENT GUIDE

2023-2024 SCHOOL YEAR
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 registrar@tworiverspcs.org with your enrollment specialist’s 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 1, 2023, your child’s SY 2023-2024 seat will be released.
HOW TO ENROLL

STEP 1
Complete The Two Rivers Power School application. The link to the application will be shared in the welcome email from your assigned enrollment specialist.

STEP 2
Email supporting proof of DC residency, birth certificate, health and dental certificates, and immunization records to your enrollment specialist at tr_enroll@tworiverspcs.org.

STEP 3
Review and sign all other required enrollment forms sent from your enrollment specialist through DocuSign.

WELCOME TO THE BOAT!
The Enrollment Specialist will reach out about these forms.

- PowerSchool Application
- Home Language Survey Form
- DCRV and DC Proof of Residency
  (Forms of acceptable proofs of residency will be shared by your enrollment specialist)
- 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
DC Proof Of Residency
Birth Certificate
Enrolling Parent’s Unexpired Identification
Immunization Record

IF APPLICABLE
Report Card
Court Order / Caregiver Documentation
IFSP/IEP/504 Plan
Medication and Medical Treatment Plan
If you have any questions, please do not hesitate to contact us.

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Registrar
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202-643-3184

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Enrollment Specialist
tr_enroll@tworiverspcs.org
Please always include the name of your student and your specialist's name when emailing.