



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Deputy Chancellor

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SY20-21 District of Columbia Public Schools Enrollment and Lottery Handbook

Submitted by: Strategic School Planning and Enrollment, Office of the Deputy Chancellor

Table of Contents

About the District of Columbia Public Schools Enrollment and Lottery Handbook	4
Key Terms	4
DCPS Enrollment Admissions Methods	8
Admissions by Right	9
• Moving Out of Boundary After Enrolling	9
SY20-21 Feeder Patterns	10
SY20-21 School Boundary Maps	11
• SY20-21 Elementary School Boundary Map	11
• SY20-21 Middle School Boundary Map	12
• SY20-21 High School Boundary Map	13
Student Assignment and School Boundary Changes	14
• MacFarland Middle School Boundary Phase-In	14
• Ida B. Wells Middle School Boundary Phase-In	14
• Hyde-Addison and Stoddert Elementary School Boundary Change	14
○ Sibling Grandfathering Policy	14
Admissions by My School DC Lottery	15
• About the My School DC Lottery	15
• Preschool (PK3) and Prekindergarten (PK4)	15
○ Early Action PK	16
• Out-of-Boundary Neighborhood Schools	16
• Citywide Schools	17
• Selective High Schools and Programs	17
Lottery Preferences	17
• In-Boundary Preferences (PK3/PK4 applicants only)	17
• Sibling Preferences	18
○ Sibling-Attending Preference	18
○ Sibling-Offered Preference	19
○ Special Application of Sibling Preference	19
i. Dual Language Schools/Programs	19
ii. Schools with Multiple Tracks	20
iii. Selective High Schools and Programs	20
○ Verification of Sibling Preference	20
• Proximity Preference	20
• Stevens Priority Seat	21
• Preference Change	21
Lottery Results	21
• Students Matched with School Ranked First	22
○ Post-Lottery Applications	22
• Students Matched with School NOT Ranked First	22
• Students NOT Matched	22
• Lottery Results for Selective High Schools/Programs	22
Waitlist	22

• Waitlist Order by Preference for Schools/Programs	23
Admissions by Formal Placement	24
• About Formal Placements	24
○ Division of Specialized Instruction Placements	24
○ Newly Identified Special-Education-Eligible PK3 and PK4 Students (Early Stages Placements)	25
○ Students Who Speak a Language Other than English (Language Acquisition Division Placements)	25
○ Student Supports Team Placements	26
▪ Discretionary Out-of-Boundary Transfers	26
▪ Military Families	26
▪ Homelessness	27
Enrollment	28
• Lottery Enrollment	29
• DC Residency Verification Guidelines	29
• Investigation and Suspicion of Non-DC Residency	30
• School Health Requirements	30
• Immunizations	30
• Athletic Student Enrollment	31
• Withdrawals	31
Students with Special Enrollment Circumstances	31
• Section 504 Programs	31
• Opportunity Academies	32
• Embassy Families	32
• Foreign Exchange Students Seeking Visa Sponsorship	32
• Immigration Status	33
• Mid-Year Application Process	33
• Non-DC Residents	33
DCPS Selective High School/Program Admissions Requirements and Processes	34
Citywide, Dual Language, and Montessori Schools/Programs	34
• Citywide Schools	35
• Dual Language Programs	35
○ Whole School Programs	35
○ Strand Programs	35
• Montessori Programs	35
○ Whole School Program	35
○ Strand Programs	35
• Dual Language Program Enrollment Policies	35
○ Language Dominance: Enrollment Policy for Grades PK3-1	35
○ Spanish Proficiency Screening: Enrollment Policy for Grades 2-12	35
○ Non-Dual Language Alternative School Placement (Sister School) (K-8 Grades)	36
○ Non-Dual Language Alternatives for PK3 and PK4	36
• Montessori School Enrollment Policies	37

About the District of Columbia Public Schools Enrollment and Lottery Handbook

The District of Columbia Public Schools (DCPS) Enrollment and Lottery Handbook outlines and provides guidance to families and schools on the rules, guidelines, procedures, and practices for admission and enrollment in DCPS for school year 2020-21. The handbook discusses school admissions by right, by lottery, and by formal placement, as well as other enrollment circumstances and information.

General Enrollment Questions

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Key Terms

Citywide School: A school that does not have a designated boundary and therefore cannot be claimed as an in-boundary school. Citywide schools can only be accessed through the lottery and do not provide guaranteed enrollment to any student/family. Students from across the District of Columbia must submit a My School DC lottery application to attend a citywide school. Students are not eligible to receive proximity preference at citywide schools.

- Review SY20-21 citywide schools on page 36.

Compulsory Grade(s): Grade(s) that generally correspond to the age range during which students are required by law to attend school. In the District of Columbia, students are required by law to attend school between the ages of 5 and 18, which corresponds to kindergarten through grade 12.

Custodian: A person to whom physical custody has been granted by a court of competent jurisdiction. (5-A DCMR § 5099)

Dual Language Program: A program that provides some or all of its instruction in a language other than English. Some dual language programs are whole school programs; some schools offer a dual language program strand and a non-dual language program strand.

- Review SY20-21 Dual Language programs on page 36.

Early Action Pre-Kindergarten Schools: Early Action Pre-Kindergarten (PK) guarantees access to all in-boundary families in preschool (PK3) and prekindergarten (PK4). To secure an Early Action PK seat, in-boundary families must submit a My School DC lottery application online to their in-boundary school by the PK3-8 deadline. Eligible families who submit a My School DC application by the deadline are guaranteed an Early Action PK match if they are not matched to any other higher-ranked school.

- Review SY20-21 Early Action PK schools on page 16.

Feeder Pattern School: A feeder-pattern school is a school that a student has the right to attend based on completion of the terminal grade of a student's current school. This assignment only happens during the years a student moves from elementary to middle school, or from middle school to high school, or from an education campus to high school. There are two types of feeder patterns:

- **Geographic Feeder Pattern:** Geographic Feeder Pattern schools are grouped by school boundary and proximity. Geographic feeder pattern rights extend to students who enrolled in a school that placed them in that feeder pattern as out-of-boundary students through a lottery enrollment. Geographic feeder pattern rights do not extend to students who enroll as in-boundary students and then move out of the boundary, or to out-of-boundary students who withdraw. For more information about moving out-of-boundary after enrolling, see page 9.
- **Programmatic Feeder Pattern:** Programmatic feeder pattern schools/programs are organized by a specialized program of study (such as Dual Language). A programmatic feeder pattern provides the right for a student enrolled in a specialized school/program to enroll in the next level school within the specialized course of study as they transition into middle school or high school.
 - Review SY20-21 feeder patterns on page 10.

Geographic Feeder Pattern: See *Feeder Pattern School* above.

Guardian: A person who has been appointed legal guardian of a student by a court of competent jurisdiction. (5-A DCMR § 5099)

In-Boundary Preference: A lottery preference that only applies to DCPS preschool (PK3) and prekindergarten (PK4) at zoned schools. Zoned schools are any DCPS school that has a boundary. PK3 and PK4 applicants receive a lottery preference at their in-boundary DCPS school.

In-Boundary School (also Neighborhood or Zoned School): A school that a student has the right to attend based on a student's home address.

- To identify a student's in-boundary school, go to <http://enrolldcps.dc.gov/node/41>.
- See page 11 for maps of the SY20-21 school boundaries by school level.

Lottery Preference: A special designation given to lottery applicants, depending on specific criteria. DCPS assigns lottery preferences and offers available spaces to students with preferences first.

- Review DCPS preference types on page 17.

Montessori: The goal of Montessori education is to foster a child's natural inclination to learn. Montessori teachers guide rather than instruct, linking each student with activities that meet her/his interests, needs, and developmental level. The classroom is designed to allow movement and collaboration, as it also promotes concentration and a sense of order. All DCPS Montessori schools and programs are Association Montessori International (AMI) certified.

- Review DCPS Montessori schools/programs on page 36.

My School DC Application: An online application that families must use to apply for all DCPS preschools (PK3) and prekindergarten (PK4) programs, DCPS out-of-boundary schools (K-12), DCPS citywide schools (PK3-12), and DCPS selective high schools (9-12). Participating DC charter schools also use the My School DC Application.

- Review DCPS schools that do not use the My School DC Application on page 10.

My School DC Lottery: A single, random lottery that determines placement for new students at all

participating My School DC lottery schools.

- To learn when a lottery application IS required, see page 15.
- For Key Dates related to the My School DC lottery, see page 15.

My School DC Mid-Year Application: The application for students in grades PK3-12 who move into the District or who seek to transfer from their current school to another DC public school (DCPS or charter) during a given school year. No application is needed for K-12 students seeking to transfer to or enroll in the student's in-boundary DCPS school. The mid-year application period extends from October 8, 2019 through March 20, 2020 during the SY19-20 school year.

My School DC Post-Lottery Application: The application used to apply to participating schools if a family misses the lottery application deadlines for a given school year or seeks to apply to additional schools. The Post-Lottery application period extends from February 4, 2020 through October 5, 2020 for grades 9-12 and from March 3, 2020 through October 5, 2020 for grades PK3-8.

Neighborhood School: See *In-Boundary School* above.

Other Primary Caregiver: A person other than a parent, custodian, or court-appointed guardian who is the primary provider of care or control and support to a student who resides with him or her, where the student's parent, custodian, or guardian is unable to supply such care and support. Other primary caregivers must submit evidence that they are the primary caregiver of the student and establish DC residency as required on the DC Residency Verification (DCRV) form, in addition to establishing their status as an other primary caregiver. *Please note: An individual who seeks to enroll a student as an other primary caregiver is not the legal guardian or custodian of a student and the rights of parents, guardians, and custodians are not limited because their student is enrolled by an individual who meets definition of other primary caregiver.*

- Please visit the OSSE Office of Enrollment & Residency at <https://osse.dc.gov/publication/other-primary-caregiver-forms> to review the Other Primary Caregiver (OPC) Form.

Out-of-Boundary School: A school other than a student's in-boundary or feeder pattern school.

Parent: The natural parent, stepparent, or parent by adoption who has custody or control of a student including joint custody. (5-A DCMR § 5099)

Participating Lottery School: Any school (DCPS or charter) that has agreed to be part of the My School DC lottery. Most DCPS and DC public charter schools are participating lottery schools.

PK3 (also Preschool): An early childhood program that serves students who are at least three years old by September 30 of the school year they enroll.

PK4 (also Prekindergarten): An early childhood program that serves students who are at least four years old by September 30 of the school year they enroll.

Programmatic Feeder Pattern: See *Feeder Pattern* above.

Proximity Preference: A lottery preference provided to students who live greater than a half-mile

walking distance from their zoned DCPS elementary school and apply to attend an out-of-boundary school that is a half-mile or less walking distance from their home. This preference only applies to students enrolling in grades PK3-5. Proximity preference is not offered at citywide or selective schools.

Residency Verification: A part of the annual enrollment process that requires parents, guardians, custodians, or other primary caregivers to provide proof that they reside in the District of Columbia each school year.

- Learn how to prove residency on page 29.

Right-to-Attend School: A DCPS school where students can enroll in grades K-12 and do not have to go through the lottery. There are two types of right-to-attend schools for DCPS K-12 students: in-boundary schools and feeder pattern schools. Students also have the right to re-enroll in their current school for the upcoming school year.

Selective High School and Program: A DCPS high school or program that admits students based on specific eligibility criteria and requires application for entry into the school. All students eligible to enroll in grades 9-12 can apply, but only those who meet a selective high school's or program's requirements will be eligible to attend. DCPS selective high schools and programs have no boundaries and admit students based on specific criteria. Anyone can apply to these schools and programs but based on the schools' admissions rubrics only some students will be eligible to attend. Students applying to one or more DCPS selective high schools and programs must complete an additional section of the My School DC application. The additional section is different for each school or program because each school or program has its own requirements.

- Review DCPS selective high schools/programs and admissions requirements on page 35.

Sibling: A child who has at least one parent or legal guardian in common with a current DCPS student and resides in the same household as the student. (5-E DCMR § 2199.2)

Sibling Attending Preference: A My School DC lottery preference provided to a student who has a sibling, as defined above and by 5-E DCMR § 2199.2, currently enrolled at the school.

- See page 18 for more information on sibling preference.

Sibling Offered Preference: A My School DC lottery preference provided to a student whose sibling, as defined above and by 5-E DCMR § 2199.2, has been offered a space at a school through the lottery.

Specialized School or Program: A school or program that provides a substantially different education experience than other schools or programs in DCPS or the school that houses the program. Some specialized schools/programs may have eligibility criteria. Specialized schools or programs at DCPS can include Arts, Dual Language, Early College, Global Studies International Baccalaureate, Montessori, STEM, and more.

STEM (Science, Technology, Engineering, and Math): STEM integrates science, technology, engineering, and math so that each of these content areas is taught within other content areas and equally alongside literacy and composition. The goals of DCPS STEM integration are to improve student readiness for STEM majors and careers as well prepare all students to be STEM literate citizens.

Terminal Grade: The final grade that a school offers, e.g., grade 5 for elementary schools, grade 8 for K-8 education campuses and middle schools, and grade 12 for 6-12 education campuses and high schools.

Waitlist: Waitlists contain students interested in enrolling at a school, but who were not matched through the lottery process. My School DC oversees the waitlists of all schools participating in the lottery. However, schools determine whether space is available at their school, when to call students off the waitlist, and the deadline to accept or decline the offer. Schools offer available spaces to students in numerical order as determined by the lottery. For example, students with numbers 1 through 7 on a waitlist must be made offers before number 8.

DCPS Enrollment Admissions Methods

The three admission methods and applicable scenarios below are the only acceptable methods for enrollment in DCPS.

Admission Method	Applicable Scenarios
1. By Right	1. Student's home address is within the boundary for the school of enrollment and the student will enroll in grades K-12. All PK3 or PK4 students must submit a My School DC lottery application.
	2. Student completed the terminal grade in a school and will enroll in the designated geographic or programmatic feeder school entry grade. Geographic feeder pattern rights do not extend to students who enroll as in-boundary students and then move out of the boundary or to students who have withdrawn from an out-of-boundary feeder pattern at any point.
	3. Student is re-enrolling for the next grade in their current school.
2. By My School DC Lottery	1. All new Preschool (PK3) and Prekindergarten (PK4) students.
	2. All new students enrolling in K-12 DCPS schools outside a student's boundary or feeder pattern.
	3. All new students entering DCPS citywide schools (PK3-12).
	4. All new students entering DCPS selective high schools and programs (9-12).
3. By Formal Placement (Placement for students in the following)	1. Division of Specialized Instruction: Student is placed in a self-contained program, e.g. BES, CES, ILS, SLS. ¹
	2. Early Stages: Students with disabilities ages two years eight months to five years ten months old placed into a reserved PK3, PK4, or Kindergarten seat by Early Stages.

¹ The self-contained program acronyms stand for the following: Behavior and Education Support (BES); Communication and Education Support (CES); Independence and Learning Support; and Specific Learning Support (SLS).

<p>circumstances are the only allowable exceptions to the standard in-boundary and lottery enrollment processes.)</p>	<p>3. Language Acquisition Division: English learners placed into appropriate programs based on grade placement recommendations for students coming outside the US and evaluation of foreign transcripts for secondary students.</p>
	<p>4. Student Placement Office:</p> <ul style="list-style-type: none"> a. Youth Committed to the Department of Youth Rehabilitation Services (DYRS)/Supervised by Family Court Social Services Division (FCSSD) b. Children in the Custody of the Child & Family Services Administration (CFSA) c. Discretionary Out-of-Boundary Transfer d. Families Displaced by Natural Disasters e. Students of Military Families f. Victim, Involuntary, and Immediate Transfers (Safety) g. Victims of Domestic Violence (DC SAFE Lethality Assessment Project) h. Disengaged Youth and Opportunity Academy Referral Process i. Non-Dual Language Alternative School Placement (Sister School) j. Homeless Children & Youth Program Supports

Admissions by Right

Right to Attend K-12 Schools

DCPS is the local public school system of Washington, DC. DC law requires students to attend school between their 5th and 18th birthdays²

which generally corresponds to kindergarten through grade 12. All DCPS schools are free to DC residents. Every compulsory age student who lives in Washington, DC, has at least one right-to-attend DCPS school per grade band — a school where he or she can enroll at any time. A right-to-attend school can be identified as a student’s in-boundary school or feeder pattern school. Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery.

Identify A Student’s In-Boundary School
<http://enrolldcps.dc.gov/node/41>
 Contact the Enrollment Team
enroll@k12.dc.gov or (202) 478-5738

Current attendance boundaries and feeder patterns may be accessed via the DCPS website.³ Feeder patterns are subject to change each year.

Moving Out of Boundary After Enrolling

Where a PK-12 student has been attending an in-boundary school and then moves out of boundary while remaining in the District of Columbia (a transfer due to change of address),⁴ the student has the right to attend their new in-boundary school. The student may also continue to attend the current

² D.C. Official Code § 38-202(a).

³ <https://dcps.dc.gov/boundaries>

⁴ 5-E DCMR 2105.

school through the end of the school's terminal grade. All families are required to notify the school of any change of residence within three (3) school days of such change.

After the terminal grade, the student has the right to attend the in-boundary school assigned for their next grade based on their home address and can apply to schools outside of the boundary via the My School DC lottery. They will lose their right to attend their old in-boundary feeder school, and will need to use the My School DC lottery to apply as an out-of-boundary student in order to attend that school. For information on options where a student moves out of the District of Columbia, see page 34.

SY20-21 Feeder Patterns

Please review the [SY20-21 DCPS school feeder patterns](#). The feeder patterns reflected are active for students transitioning grades between SY19-20 and SY20-21. Note: Feeder rights are subject to change based on student assignment phase-in policies and grandfathering clauses.⁵

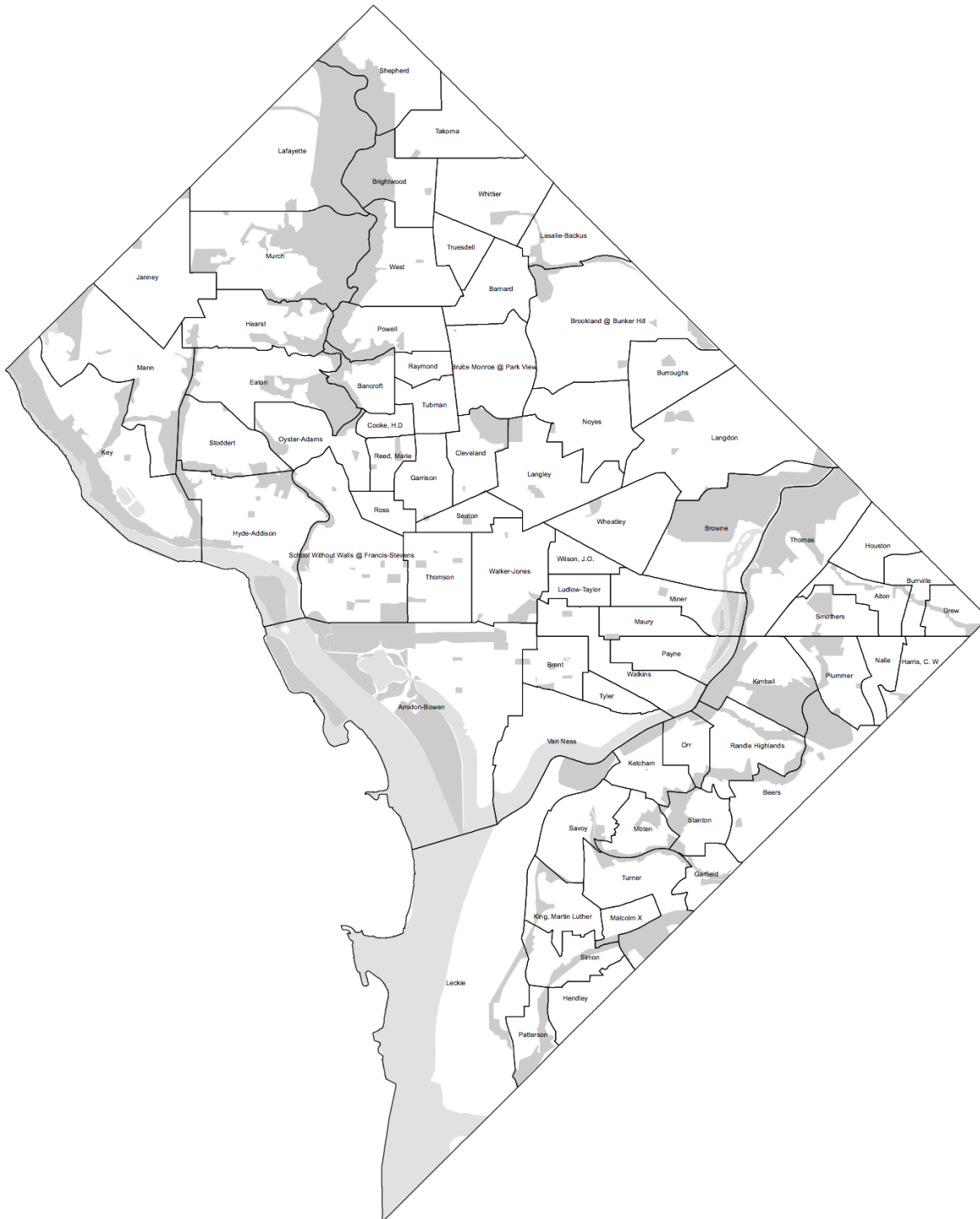
- For reference, review the [SY19-20 Feeder Patterns](#).

⁵ <https://dcps.dc.gov/page/school-boundaries-final-implementation-plan>

SY20-21 School Boundary Maps

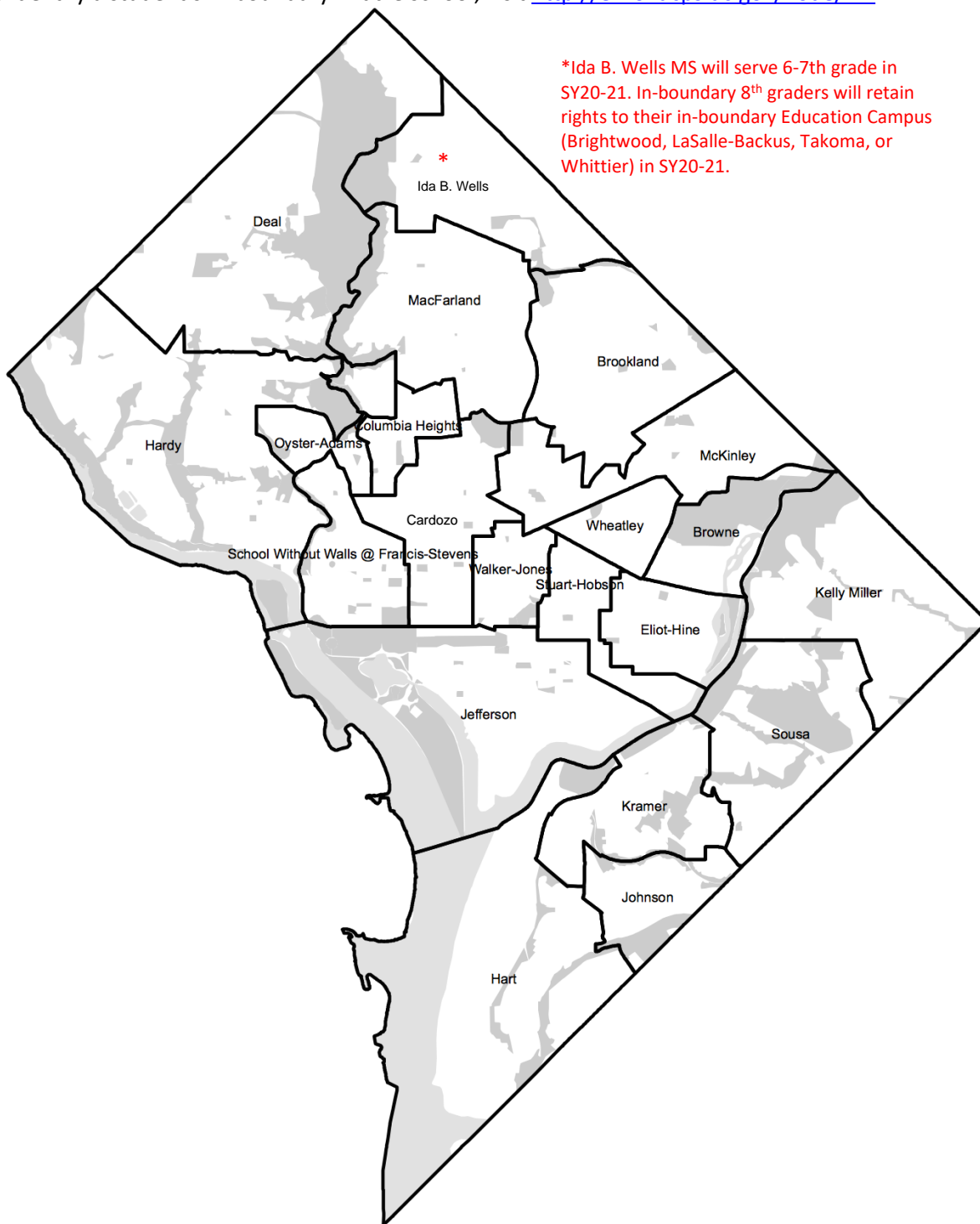
SY20-21 Elementary School Boundary Map

To identify a student's in-boundary elementary school, visit <http://enrolldcps.dc.gov/node/41>.



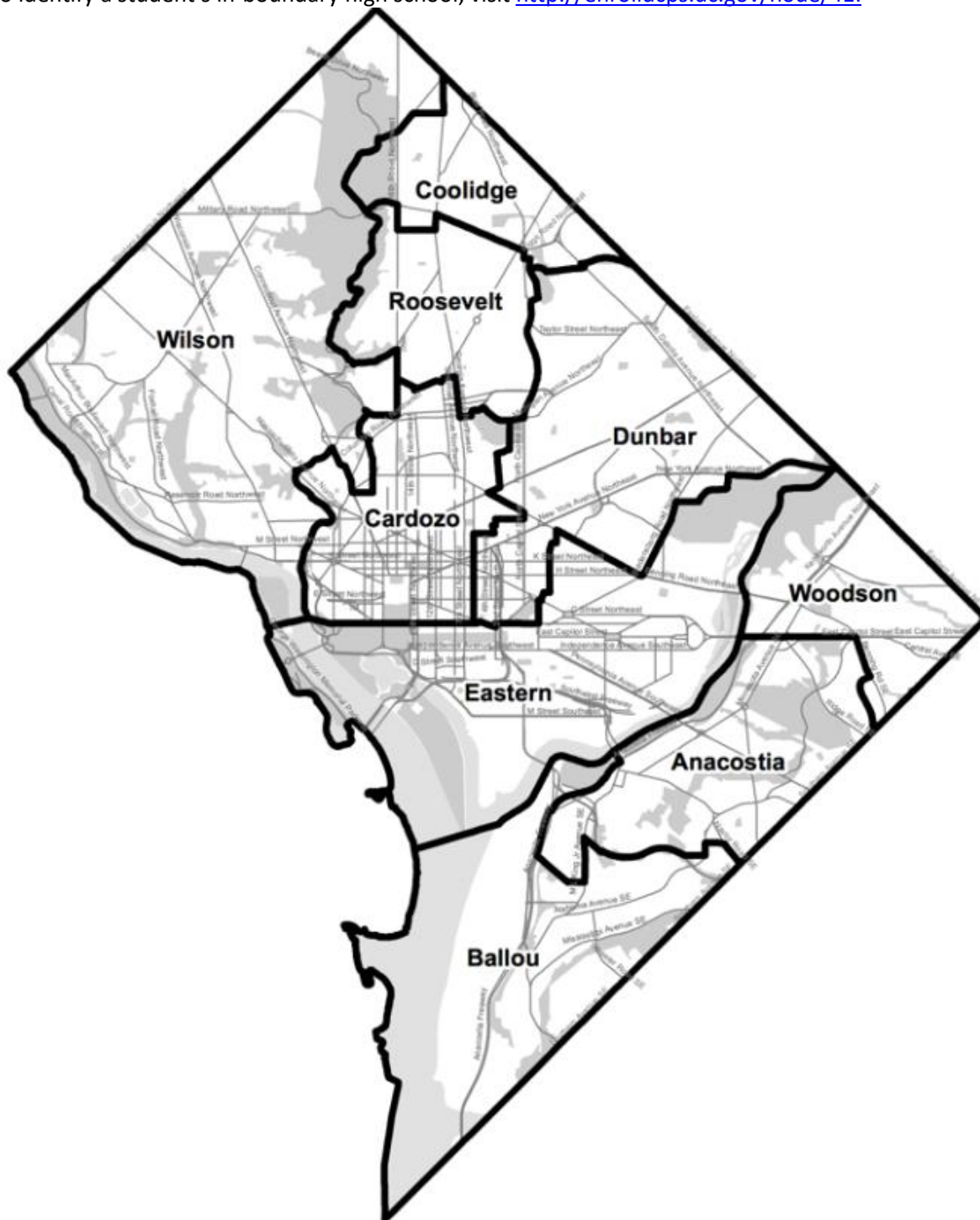
SY20-21 Middle School Boundary Map

To identify a student's in-boundary middle school, visit <http://enrolldcps.dc.gov/node/41>.



SY20-21 High School Boundary Map

To identify a student's in-boundary high school, visit <http://enrolldcps.dc.gov/node/41>.



Student Assignment and School Boundary Changes

DCPS occasionally updates its school boundaries, feeder patterns, and other student assignment policies, as needed. This section describes the policy changes that will be implemented in SY20-21. For more information on student assignment policies, boundaries, and feeder patterns, please visit <https://dcps.dc.gov/boundaries>.

MacFarland Middle School Boundary Phase-In

MacFarland Middle School opened as a neighborhood and geographic feeder pattern school in SY18-19 with 6th grade. The program has been growing on a phased, grade-by-grade schedule and in SY20-21, the program will complete its grade configuration and will serve 6th-8th grades. In-boundary students entering 6th-8th grades will have the right to attend MacFarland in SY20-21.

Beginning in SY20-21, Raymond, Truesdell, and West Education Campuses will no longer serve middle grades, completing their transitions to PK3-5 elementary schools.

Identify A Student's SY19-20 In-Boundary School

Visit: <http://enrolldcps.dc.gov/node/41>
 Contact the Enrollment Team
enroll@k12.dc.gov or (202) 478-5738

Ida B. Wells Middle School Boundary Phase-In

Ida B. Wells Middle School opened as a neighborhood and geographic feeder pattern school in SY19-20 with 6th grade. The program is growing on a phased, grade-by-grade schedule; in SY20-21, the program will serve 6th – 7th grades and will grow grade-by-grade through SY21-22 until it offers grades 6-8. In-boundary students entering 6th or 7th grade will have the right to attend Ida B. Wells in SY20-21. In-boundary students entering 8th grade will continue to have the right to attend their in-boundary Education Campuses (Brightwood, LaSalle-Backus, Takoma, and Whittier) in SY20-21. These education campuses will serve grades PK3-5th and 8th grade in SY20-21.

Hyde-Addison and Stoddert Elementary School Boundary Changes

In SY19-20, a section of the boundary previously assigned to Stoddert Elementary School was re-assigned to Hyde-Addison Elementary School. Several student assignment policies, including for sibling grandfathering, relevant to this boundary change remain in effect for SY20-21.

- All students who were enrolled at Stoddert at the time of the boundary change have the right to attend either school, unless they choose to withdraw from Stoddert and enroll in Hyde-Addison thus giving up the right to attend Stoddert.
- All students not currently enrolled in Stoddert ES and living in the area that has been re-zoned for Hyde-Addison ES will have an in-boundary right to attend Hyde-Addison ES. Please see the Sibling Grandfathering Policy below for more information about a limited exception.

Sibling Grandfathering Policy

Newly enrolling students living in the boundary change area who have siblings who will be enrolled at Stoddert at the time of the new student's entry will retain in-boundary enrollment rights and in-boundary and preK preferences to Stoddert. This policy does not apply to siblings who are alumni of the school. The sibling must be attending at the time of the new student's entry.

For more information on boundary change policies, including sibling grandfathering, please visit: https://dme.dc.gov/sites/default/files/dc/sites/dme/publication/attachments/Boundary%20and%20Fees%20Pattern%20Changes%20FAQ_March%202015.pdf

Admissions by My School DC Lottery

About the My School DC Lottery

The Office of the State Superintendent of Education (OSSE) oversees the My School DC lottery in collaboration with the Office of the Deputy Mayor for Education, DCPS, the Public Charter School Board, and participating charter schools. My School DC is governed by a board called the Common Lottery Board with representation from both DCPS and participating charter schools. Families can apply and rank up to 12 schools on one common application per student.

Learn More about My School DC

Visit: www.myschooldc.org

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

A lottery application IS required to:

- Apply to attend as a new PK3 or PK4 student at any DCPS school.
- Apply to attend grades K-12 as a new student at an out-of-boundary DCPS school.
- Apply to attend as a new student at a DCPS citywide school.
- Apply to attend as a new student at a DCPS selective high school or program.

A My School DC lottery application is NOT required to:

- Enroll in grades K-12 at an in-boundary or geographic or programmatic feeder DCPS school.
- Re-enroll in the next grade at their current school.

Lottery applications may be submitted online via www.myschooldc.org. Lottery applications can also be completed via phone by calling the My School DC hotline at (202) 888-6336.

School Year 20-21 My School DC Lottery Application Timeline	
Monday, December 16, 2019	My School DC Application Opens
Monday, February 3, 2020, 11:59pm EST	Application Deadline (grades 9-12)
Monday, March 2, 2020, 11:59pm EST	Application Deadline (grades PK3-8)
Friday, March 27, 2020	Lottery Results are Released, Enrollment Season Opens for School Year 20-21
Saturday, April 25, 2020	Enrollment Saturday
Friday, May 1, 2020	Enrollment Deadline

Preschool (PK3) and Prekindergarten (PK4)

To enroll new 3- and 4-year-olds in school, families must apply through the My School DC lottery. Families may enroll children in preschool (PK3) if the child is at least 3 years old and in prekindergarten (PK4) if the child is at least 4 years old, respectively, by September 30.⁶

⁶ 5-E DCMR § 2004.

DCPS places a strong value on early childhood education and strives to make seats in these grades available to as many children as possible in a fair and equitable way. However, because students are not required by law to attend school until age 5,⁷ students are not generally guaranteed seats in PK3 or PK4.

Early Action PK

Early Action is the only guaranteed PK in the city. Early Action PK guarantees access to PK3 and PK4 programs for all in-boundary families at designated Early Action PK schools. To secure an Early Action PK seat, in-boundary families must submit a My School DC lottery application by the Monday, March 2, 2020 11:59pm deadline. The Early Action PK school must be included as a choice on the application and the school can be ranked anywhere on the application. Families will receive an Early Action PK match at their in-boundary Early Action PK school if they are not matched to any other school ranked higher on their My School DC lottery application.

If the child is matched with the in-boundary school, the family must enroll the student by the lottery enrollment deadline (Friday, May 1, 2020), as with all lottery matches. If a student is matched with a PK3 or PK4 seat at a school ranked higher than the in-boundary school, the student will no longer qualify for Early Action PK at the in-boundary school.

SY20-21 Early Action PK for in-boundary families in PK3 and PK4 will be available at the following schools:

1. Aiton Elementary School (Ward 7)
2. Browne Education Campus (Ward 5)
3. Bunker Hill Elementary School (Ward 5)
4. Burroughs Elementary School (Ward 5)
5. Drew Elementary School (Ward 7)
6. King Elementary School (Ward 8)
7. Langley Elementary School (Ward 5)
8. Miner Elementary School (Ward 6)
9. Moten Elementary School (Ward 8)
10. Noyes Elementary School (Ward 5)
11. Stanton Elementary School (Ward 8)
12. Takoma Education Campus (Ward 4)
13. Thomson Elementary School (Ward 2)
14. Truesdell Elementary School (Ward 4)
15. Turner Elementary School (Ward 8)
16. Wheatley Education Campus (Ward 5)

Learn More about Early Action PK

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Out-of-Boundary Neighborhood Schools

For students eligible to enroll in grades K-12 who wish to attend an out-of-boundary neighborhood school, families must apply through the My School DC lottery.

Learn about DCPS School Options

Visit: <http://profiles.dcps.dc.gov/>

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

⁷ D.C. Official Code § 38-202(a).

Citywide Schools

A citywide school is a school that does not have a boundary and therefore cannot be claimed as an in-boundary school by any students. Students must submit a My School DC lottery application to attend a citywide school. Students are not eligible to receive proximity preferences at citywide schools.

- Review SY20-21 DCPS citywide schools on page 36.

Selective High Schools and Programs

DCPS has eight (8) selective high schools and programs that admit students based on specific admissions processes and selection criteria. To be considered for admission to a selective high school or program, all students must submit a My School DC lottery application. Any students eligible to enroll in grades 9-12 can apply to these schools or programs, but only those who meet a selective high school's or program's requirements will be eligible to attend.

- For more information on admission criteria and eligibility please refer to page 35.

Lottery Preferences

Students may have a lottery preference at one or more schools. Students with a preference at a school are offered space at that school before students who do not have a preference or, if waitlisted, receive a higher waitlist placement than students without a preference.

DCPS assigns lottery preferences to students to match them with schools in their neighborhoods and keep siblings together. The following preferences are extended to DCPS lottery applicants for SY20-21, if they meet specific criteria:

1. In-boundary preference (PK3/PK4 applicants only)
2. Sibling preference
3. Proximity preference
4. Stevens priority preference

Learn about the Lottery Algorithm

[This video](#) explains how the algorithm works.

Contact My School DC

info.myschooldc@dc.gov or (202) 888-6336

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Note: Preferences do not apply to the selective high school/program admissions process and only sibling preferences apply for citywide schools.

1. In-Boundary Preference (PK3/PK4 applicants only)

To provide families with a better chance of securing a PK3 and PK4 seat at their in-boundary school, families who apply for a PK3 or PK4 seat are provided with an in-boundary preference at their in-boundary school through the My School DC lottery.

Identify A Student's In-Boundary School

Visit <http://enrolldcps.dc.gov/node/41>

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Note: Families who are in-boundary for a school that is offering Early Action PK enrollment will be guaranteed a seat at their in-boundary school if they follow the guidelines listed in the Early Action PK section on page 16.

How to Claim: No action is needed. This preference is automatically applied to a My School DC lottery application based on home address. A family's in-boundary home address is verified at the school level at the time of enrollment as part of the DC residency verification process. Families unable to verify DC residency and residence within the school's boundary zone at the time of enrollment will forfeit the preference and will have their offer removed. They will be placed back on the school's waitlist according to their random lottery number and any other preference for which they previously qualified, but without the in-boundary preference.

2. Sibling Preferences

Enrolling siblings together at a school is beneficial to students, families and schools. As such, DCPS provides a sibling preference through the My School DC lottery. Only students with a sibling who currently attends a DCPS school and will attend the school for the upcoming school year or has also received a match or waitlist offer to the same school for the upcoming school year, will receive sibling preference. There are two types of sibling preference as described below.

Sibling-Attending Preference

Sibling-attending preference is provided to students who, at the time of enrollment, have a sibling currently attending the DCPS school listed on the student's My School DC application and who will continue attending during the school year for which the applicant is applying. The purpose of this preference is to keep siblings together in the same building. Therefore, the attending sibling cannot be in a terminal grade at the time the student's application is submitted. In-boundary families who will enroll a student in a compulsory grade in the upcoming school year can claim a sibling-attending preference for a sibling applying to the school in a non-compulsory grade (PK3 or PK4).

Example 1: If John is currently enrolled in 3rd grade at Patterson ES and plans to return to that school for 4th grade, then his sibling is eligible to receive a sibling-attending preference at Patterson ES through the lottery for the following school year.

Example 2: If John is a new student who attends Patterson ES because he lives in-boundary for a compulsory grade at Patterson, then his PK3/PK4 sibling is eligible to receive a sibling-attending preference at Patterson ES through the lottery for the following school year.

Example 3: If John is currently enrolled in 5th grade at Patterson ES and will be attending another school for 6th grade the following school year, his sibling is NOT eligible to receive a sibling-attending preference at Patterson ES through the lottery for the following school year.

Please note that if the attending student does not re-enroll for the following school year, the sibling who received a sibling attending preference may have their match, waitlist offer, or enrollment revoked. In these cases, the applicant will be placed on the school's waitlist without the sibling preference.

How to Claim: On step 1 of the application, under Sibling Preference Information, select “Yes” to the question “Does the student have any siblings attending a DCPS and/or Charter School?” and enter in the attending sibling’s information. If you have more than one child attending a DCPS school be sure to add in each additional child’s information by clicking on the “Add Sibling” link at the bottom of the page. For current students, the sibling’s DCPS student ID number must also be provided. If the student will attend and does not currently have a student ID number, input “0000000” (seven 0’s) as the student ID number – this option is only available to families planning on enrolling an in-boundary student. Confirm with the school’s registrar, or within the application itself using the preference status page, that this preference has been applied prior to the lottery. After the lottery, these preferences are applied only when the older sibling is enrolled.

Obtain Student ID Numbers

Contact: The school of the sibling.

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Contact My School DC

info.myschooldc@dc.gov or (202) 888-6336

Sibling-Offered Preference

Sibling-offered preference is provided to students whose siblings are matched to a school through the My School DC lottery.

Example: If John and his sibling submit a My School DC lottery application for the same schools and John is matched to a school through the My School DC lottery, a sibling-offered preference is automatically applied to his sibling’s My School DC lottery application.

How to Claim: No action is needed as long as siblings’ My School DC applications are submitted through the same My School DC family account. This preference is automatically applied through the My School DC lottery matching process. If the sibling who was offered a space at the school does not enroll, the “sibling offered” preference will be removed for all siblings that applied to that same school. This may result in the siblings losing their match or moving down on the waitlist at that school. The siblings will remain on the school’s waitlist but will be assigned a new waitlist position based on their random lottery number and any other preference for which they qualified.

Special Application of Sibling Preference

Capitol Hill Cluster Schools (Peabody ES, Watkins ES and Stuart-Hobson MS)

For the purposes of the lottery, a student with a sibling who will or does attend any of the Capitol Hill Cluster schools is eligible for a sibling preference at any of the schools in the Cluster, subject to the sibling actually enrolling in the school.

Dual Language Schools/Programs

Dual language schools/programs place additional emphasis on sibling preference because of the value of in-home exposure to language acquisition. As such, in the case of PK3/PK4 applicants, a sibling preference is weighted more heavily than an in-boundary preference at these schools/programs.

- See page 36 for a list of dual language schools/programs.
- See page 23 for a chart of waitlist order preference for dual language schools/programs.

Schools with Multiple Tracks

For students who are enrolled in a DCPS school with both a dual language and non-dual language or Montessori and non-Montessori track (Cleveland ES, Langdon ES, MacFarland MS, Marie Reed ES, Nalle ES, Powell ES, Roosevelt HS, or Tyler ES), the sibling is eligible to receive sibling-attending preference in either the traditional or dual language/Montessori program at that school.

Selective High Schools and Programs

- Sibling preference is not recognized at selective high schools and programs.
- Sibling preference is not recognized between non-selective schools and associated selective high schools and programs, namely Columbia Heights Education Campus, Early College Academy at Coolidge High School, McKinley Technology High School, and School Without Walls High School. For example, when a student attends McKinley Technology High School, their sibling does not receive a lottery preference for McKinley Middle School (the associated school) and vice versa.
 - See page 35 for a list of selective high schools/programs.

Verification of Sibling Preference

Validity of sibling preference will be verified by the school in cooperation with DCPS Central Office.

If a sibling preference is found to not be valid *before* the release of My School DC lottery results, the preference will be removed from the lottery application, and the family will be notified by email (if one was provided in their My School DC application) or phone call from the school (only if no email is provided in their My School DC application). If a sibling preference is found to not be valid *after* the release of My School DC lottery results, the student will be placed on the school's waitlist without the sibling preference. Additionally, if the attending student does not re-enroll for the following school year the applying sibling who received a preference must forfeit the sibling attending preference, and will have their match, waitlist offer, or enrollment removed. In these cases, the applicant will be placed back on the school's waitlist according to their random lottery number and any other preference for which they previously qualified, but without the sibling preference.

Verify Sibling Preference

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

Contact My School DC

info.myschooldc@dc.gov or (202) 888-6336

3. Proximity Preference

To minimize the burden of travel to schools for families, DCPS provides a proximity preference through the My School DC lottery for families with children in PK3-5 who have been zoned for a DCPS school that is more than a half-mile walking distance from their home. These families receive a proximity preference in the lottery at all DCPS neighborhood schools offering these grades that are less than a half-mile walking distance from their home. The following citywide schools do not apply proximity preference: Capitol Hill Montessori @ Logan, Dorothy Height, Excel Academy, School-Within-School @ Goding, and Stevens Early Learning Center.

Determine Proximity Preference Eligibility

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

How to Claim: No action is needed beyond ranking that school in your lottery application. This preference is automatically applied to a My School DC lottery application based on home address and grade level (PK3-5). Eligibility for proximity preference is calculated by the Office of the Chief Technology

Officer (OCTO) using GIS technology which calculates the walking distance from the address entered to the surrounding schools. Note that GIS technology sometimes differs from Google Maps.

4. Stevens Priority Seat

This preference is given to an age-eligible applicant that has been identified as "at-risk" as measured between August 1, 2019 and March 1, 2020. At-risk identification for this preference means OSSE has a record that the applicant has met at least one of the [proxy measures for at-risk status](#) during that time frame. Those measures identify students who are homeless, in the District's foster care system, or who qualify for Temporary Assistance for Needy Families (TANF) or the Supplemental Nutrition Assistance Program (SNAP). Currently, this preference is offered at Stevens Early Learning Center.

Preference Change

Families who become newly eligible for a preference or who failed to include an eligible preference on their My School DC lottery application may still be able to claim their preference after the release of lottery results.

How to Claim: A family should provide documentation to the school to verify the preference change. Once verified, the school will work with the DCPS Central Office and My School DC to add the preference to the lottery application. My School DC will place the applicant in the appropriate order on the waitlist, based on the random lottery number and the added preference.

Lottery Results

The My School DC lottery is a single, random lottery that aims to match students with their preferred schools, while also taking lottery preferences into account. While families can apply and rank up to 12 schools, the lottery can match students with no more than one school.

On Friday, March 27, 2020, the My School DC lottery results will become available. Families can receive lottery results by logging in to their My School DC family account. Families will also receive their lottery results by email and a letter from My School DC will be mailed to the address listed on the application. Families should receive a separate letter for each child's application. Families can also learn results by calling the My School DC Hotline at (202) 888-6336, Monday through Friday, from 8:00am-5:00pm beginning March 27, 2020.

My School DC lottery results have three possible outcomes:

1. Match with school ranked first, not waitlisted at any other ranked schools.
2. Match with school NOT ranked first, waitlisted at all schools ranked higher than match.
3. No match, waitlisted at all ranked schools.

Note: Selective high schools and programs have additional possible outcomes.

Students Matched with School Ranked First

Students matched with their first-ranked school will not be waitlisted at any other ranked school. In order to secure their lottery seat, families must enroll their student at the matched school by the enrollment deadline of Friday, May 1, 2020. If a student is matched and not enrolled in the matched school by the enrollment deadline, the school is not obligated to provide the seat to that student.

Post-Lottery Applications

Should a student forego a lottery-matched seat at a first-ranked school, they may enroll at their DCPS in-boundary school in compulsory grades (K-12). Families may also fill out a post-lottery application. Post-lottery applications are submitted if families or students miss the lottery application deadlines or would like to apply to additional schools.

Students Matched with School NOT Ranked First

Students matched with a school that was not ranked first in their lottery application will be waitlisted at all schools ranked higher than their match. Students will not be waitlisted at any school ranked lower than the matched school.

Note: This does not apply to selective high schools and programs. See Lottery Results for Selective High Schools and Programs on page 22.

Families who are matched are encouraged to enroll at their matched school by the enrollment deadline, even if it is not their first choice, to avoid losing that seat. Enrolling at the matched school does not jeopardize waitlist spots at the other schools. After families enroll at a matched school, they may later enroll at a different school if called from a waitlist, removing them from their currently enrolled school.

Students NOT Matched

Students not matched with any school have the right to stay at their current school or enroll in their right-to-attend school (K-12). Students not matched will also be waitlisted at all schools ranked on their lottery application. In addition, they will have the option to apply to additional schools after the lottery results are released via a My School DC Post-Lottery application: <http://www.myschooldc.org/postlotto>.

- Review the full list of possible lottery results and status definitions: <http://www.myschooldc.org/faq/lottery-results-and-status-definitions>

Lottery Results for Selective High Schools and Programs

To be considered for admission to a selective high school or program, a My School DC lottery application must be submitted; however, admission is based on specific admissions processes and selection criteria. If a student does not meet a selective high school's or program's eligibility requirements, the student will not be matched nor waitlisted for that school.

- For more information, see page 35.

Waitlist

Waitlists reflect the order in which students would be enrolled at a school if seats become available. The order of waitlists at DCPS schools is based on lottery preference and application period (lottery or post

lottery). Lottery applicants are placed on the waitlist using their random lottery number and post-lottery applicants are placed on the waitlist in order of submission date.

Waitlisted students at DCPS schools are grouped by preference:

- Students within the same preference group are ordered according to the time period in which they applied (i.e., lottery or post lottery).
- Students within the same preference group who applied in the lottery are ordered according to their random lottery number.
 - See page 23 for hierarchy of preferences.
- Students who apply post-lottery (after Monday, February 3, 2020 for grades 9-12 and after Monday, March 2, 2020 for grades PK3-8) are added to the end of the appropriate preference group in order of application submission time and date.

Note: There are circumstances in which students may be moved **down** on a waitlist due to application circumstances that qualify other applicants for a higher preference category. Learn more:

<http://www.myschooldc.org/faq/faqs#lottery>

How to Claim: If seats become available, school staff will contact families on the waitlist and in waitlist order via email and phone. My School DC will also send an automatic email notification to any email address provided on the application. Families will be notified of the deadline by which they must enroll to secure their lottery seat. If a family is unresponsive or does not complete the enrollment process by the specified deadline, the lottery seat offer may be withdrawn, and the school may move on to the next student on the waitlist to fill the seat. Families who hope to be called off a waitlist and extended an offer should verify their contact information is correct on their My School DC application, as that is the contact information the school will use. If contact information changes at any time, families should update their My School DC account or contact My School DC.

In order to accept a lottery seat, a family must submit enrollment paperwork in-person to the school, including DC residency verification. See page 29 for information about lottery enrollment.

The typical deadline to accept a waitlist offer is five business days after notification. Schools have the flexibility to increase or decrease that timeline which can grow shorter closer to the start of school and once school is in session. Families should work directly with the school if they need additional time. In the rare case in which a family is given 24-hours notice to accept a waitlist offer, families will receive an email and phone call from the school.

Waitlist Order by Preference for Schools/Programs

Below is the waitlist order by preference for traditional and dual language schools/programs. For dual language schools/programs, preferences in PK3 and PK4 are ordered differently than for Traditional Schools/Programs in one respect. For dual language schools/program, out-of-boundary sibling applicants are prioritized before in-boundary applicants with no sibling.

Traditional Lottery and Post-Lottery	Dual Language Lottery and Post-Lottery
1. In-boundary applicant with a sibling attending (PK only)	1. In-boundary applicant with a sibling attending (PK only)

2. In-boundary applicant with a sibling offered (PK only)	2. In-boundary applicant with a sibling-offered (PK only)
3. In-boundary applicant (with no sibling) (PK only)	3. Out-of-boundary applicant with a sibling attending
4. Out-of-boundary applicant with a sibling attending	4. Out-of-boundary applicant with a sibling offered
5. Out-of-boundary applicant with a sibling offered	5. In-boundary applicant (with no sibling)
6. Proximity Preference	6. Proximity Preference
7. Out-of-boundary applicant (with no other preference)	7. Out-of-boundary applicant (with no other preference)

Admissions by Formal Placement

About Formal Placements

There are four teams in the DCPS Central Office that grant eligible students admission to certain schools by formal placement: Division of Specialized Instruction (DSI), Early Stages, Language Acquisition Division (LAD), and the Students Support Team (SST).

Division of Specialized Instruction Placements

DCPS aspires to be a model district for special education. A child with a disability is eligible for special education and related services through the end of the semester the child turns twenty-two (22). DCPS' goal is to provide high quality inclusion and special education services, and to dramatically improve academic outcomes for students with disabilities.

The My School DC lottery process is available to all DC residents. No student shall be denied admission into DCPS because of disabilities or suspected disabilities. A student's Individualized Education Program (IEP) status is not collected during the lottery application process. Lottery applicants are not required to provide information about a child's disability, including whether or not the child has an IEP, to schools to which they are applying in the My School DC lottery.

Information about a child's disability, including whether or not the child has an IEP, is not a factor in determining if a student can enroll in a DCPS school. DCPS will only request IEP information once the enrollment process is completed.

For a child with an IEP requiring *less than 20 hours* of specialized instruction outside of the general education setting, all DCPS schools including selective high schools and programs will be able to meet the child's IEP goals and provide all needed services and accommodations.

For a child with an IEP requiring *20 or more hours* of specialized instruction outside of the general education setting, many DCPS schools offer specialized self-contained programs that will be able to meet the child's IEP goals and provide all needed services and accommodations. However, seats in the programs are limited to ensure a low student to teacher ratio so parents are encouraged to discuss the needs of the student as outlined in their IEP at the time of enrollment.

Special Education Questions

Contact the Division of Specialized Instruction
dcps.specialed@k12.dc.gov

If the enrolled school cannot implement the IEP, the Division of Specialized Instruction will offer the parent a school the student may attend that can implement the IEP. However, students are allowed an opportunity to remain at their original enrolled school if they choose to do so. If the parent has questions or concerns about the location offer, they can speak with the manager of the corresponding self-contained program.

Newly Identified Special Education-Eligible PK3 and PK4 Students (Early Stages Placements)

Early Stages Questions

(202) 698-8037 or referrals@earlystagesdc.org

Early Stages is a DCPS evaluation center for children between the ages of 2 years 8 months and 5 years 10 months. Early Stages oversees the developmental screening and evaluation processes for unenrolled children to identify those who may be eligible for special education and related services.

PK3/PK4 children who have been newly found eligible for special education or who have an existing IEP and wish to receive services will be offered a seat in a school by Early Stages, if (1) they are not already enrolled or (2) their current DCPS school cannot implement the IEP. This process occurs outside of the My School DC lottery. Whenever possible, the seat offered will be in the child's in-boundary school. If a seat is not available in the in-boundary school, the seat offered will be in the school next closest to the family's home where a seat is available and at which the IEP can be implemented. If the family accepts the seat offered through the Early Stages process, they are eligible to be removed from any My School DC lottery waitlist where they are enrolled by the DCPS Lottery Coordinator.

Students Who Speak a Language Other than English (Language Acquisition Division Placements)

Upon registering in DCPS and completing the Home Language Survey questions, students who have indicated they speak a language other than English, or have been primarily exposed to a language other than English at home, must be referred to the Language Acquisition Division's (LAD) Welcome Center for English Proficiency screening. Secondary students who previously attended school outside of the United States and completed high school courses they would like to be evaluated towards meeting DCPS graduation requirements should also be referred to the LAD Welcome Center. LAD's Welcome Center screens students to determine English as Second Language (ESL) eligibility, provides recommendations for ESL instructional programming and grade placement, orientation to linguistically and culturally diverse families, referrals to community-based resources and evaluation of foreign transcripts for the purpose of awarding high school credits. For more information, contact Leidy Navarro at leidy.navarro@k12.dc.gov or at (202) 671-0750.

Student Supports Team Placements

The DCPS Student Supports Team works with students and families on finding school placements for students in special circumstances occurring outside the standard in-boundary and lottery enrollment processes.

A formal placement notification will accompany

all students assisted by the Student Supports Team. The Student Supports Team provides enrollment support and placement for students who may be impacted by any of the following circumstances, and additional information is provided about particular placements. Contact the Student Supports Team for questions about any of the placements below.

Student Supports Team

3535 V Street, NE

Washington, DC 20018

(202) 939-2004 or Student.Placement@k12.dc.gov

1. Youth Committed to the Department of Youth Rehabilitation Services (DYRS)/Under the Supervision of the Family Court Social Services Division (FCSSD)
2. Children in the Custody of the Child & Family Services Administration (CFSA)
3. Discretionary Out-of-Boundary Transfer
4. Families Displaced by Natural Disasters
5. Students of Military Families
6. Victim, Involuntary, and Immediate Transfers (Safety)
7. Victims of Domestic Violence (DC SAFE Lethality Assessment Project)
8. Disengaged Youth and Opportunity Academy Referral Process
9. Non-Dual Language Alternative School Placement (Sister School)
10. Homeless Children & Youth Program Supports

Discretionary Out-of-Boundary Transfers

The DCPS Chancellor may exercise his or her authority to grant discretionary out-of-boundary transfers to students in extremely limited situations. For more information on the process and criteria considered, and how to apply for a Discretionary Out-of-Boundary Transfer, review the full policy at <https://dcps.dc.gov/node/1253426>.

Military Families

DCPS recognizes that school-age children of military families face obstacles to educational success, such as frequent moves and the deployment of one or more of their parents. Children of military families who are eligible to enroll in grades K-12 and reside on military facilities within the District of Columbia, namely Joint Base Anacostia-Bolling, Fort McNair, and the Marine Barracks Washington DC, may enroll in the DCPS school of their choice, at any point during the school year, pending classroom/program availability and any applicable admission criteria.

- Read the Chancellor's Directive on Enrollment and Placement of Military Families: <http://dcps.dc.gov/page/enrollment-students-military-families>

In addition to students residing in the above-referenced military facilities, DCPS assists all students of military families with enrollment and school location determinations. For military families in need of assistance with enrolling in DCPS, please contact the Student Supports Team at (202) 939-2004 or student.placement@k12.dc.gov.

Homelessness

The McKinney-Vento Homeless Education Assistance Act (“McKinney-Vento”), amended by the Every Student Succeeds Act of 2015 (“ESSA”), guarantees educational rights and supports for students experiencing homelessness.⁸ McKinney-Vento defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youths who are:

- **Doubled Up** – sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- **Living in Hotels/Motels** – living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- **Sheltered** – living in emergency or transitional shelters; or are abandoned in hospitals;
- **Unsheltered** – having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- **Unaccompanied Youth** – youth who are not in the physical custody of a parent/guardian and qualify as homeless because they live in any of the above-described circumstances; and
- **Migratory** – migratory children who qualify as homeless because they live in any of the above-described circumstances.

Under McKinney-Vento, students experiencing homelessness have the following enrollment rights:

1. **The right to remain in their school of origin.**
The school of origin is defined as “the school that a child or youth attended when permanently housed or the school in which the student was last enrolled, including a preschool.” The student has the right to attend the school of origin for the duration of homelessness.
2. **The right to immediately enroll in an in-boundary school.** A parent/guardian/unaccompanied youth can request to enroll in the public school closest to the in-boundary school of their temporary residence/placement. The right to immediate enrollment extends to in-boundary neighborhood schools only; it does not extend to citywide and selective schools.

In some cases, a student experiencing homelessness may be placed in a school other than the school of origin or in-boundary school. This type of placement is considered a *best interest* placement and the school placement will be determined by the DCPS Homeless Liaison and the appropriate Instructional Superintendent. Best interest placements are determined by safety of the child or youth, special education needs, attendance concerns, and the school placement of siblings.

Every school has a designated School-Based Homeless Liaison (SBHL) who supports students experiencing homelessness. The liaison can assist with:

- Immediate enrollment;
- Resolving enrollment disputes;
- Parent involvement opportunities and connection to community resources;
- Connecting homeless students and parents with educational services and other resources (e.g. transportation and uniform assistance); and

⁸ 42 U.S.C. 11431 et seq.

- Ensuring children, unaccompanied youth, and families have access to and receive educational services for which they are eligible, including Head Start, early intervention (IDEA Part C) and other preschool programs.

Schools of origin and/or in-boundary schools must immediately enroll children and youth experiencing homelessness, and ensure they receive educational and related services for which they are eligible even if they are unable to produce documents normally required for enrollment (birth certificates, immunization records, etc.). Documents that can be provided include:

- A placement letter from [Virginia Williams Family Resource Center](#) or the shelter where families are temporarily residing; or
- A signed letter from the person the family is temporarily residing with stating the parent/guardian and their children are temporarily residing with them at their address. This is also an option for unaccompanied youth.

Students experiencing homelessness cannot be denied enrollment and attendance at their in-boundary school if they are unable to prove DC residency. The school must work with the student and family to obtain any missing documentation. During this period, the student can attend school. If documentation is collected, it may be determined that the in-boundary school is not the school currently attended, and the student will be directed to complete enrollment at either the in-boundary school or their school of origin, or apply to other schools via the My School DC lottery.

If a family is denied enrollment at the school the family believes is the student's school of origin or in-boundary school, the school must provide the family with OSSE's Dispute Resolution Policy and Guidelines. The School-Based Homeless Liaison must also provide the student with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision. The Dispute Resolution Guidelines can be found here: [OSSE Dispute Resolution Guidelines](#) or on the DCPS Homeless Children Youth Services webpage: <https://dcps.dc.gov/service/homeless-children-and-youth-services-dcps>. For more information please contact the DCPS Homeless Children and Youth Program at DCPS.HCYP@DC.GOV or call (202) 576-9502.

Please contact the DCPS Student Supports Team with questions related to any of the placements described above.

Enrollment

To complete enrollment in a DCPS school, families must submit a completed enrollment packet in-person to the school and proof of all eligibility prerequisites, which includes sufficient proof of DC residency based on OSSE requirements.⁹ DCPS requires all families to prove residency within 10 calendar days from the date of enrollment. Families who do not provide proof of District residency within this timeframe may be excluded from attending DCPS until sufficient residency proof is submitted.

- Download the DCPS enrollment packet: <http://EnrollDCPS.dc.gov>

⁹ 5-E DCMR § 2000.1

Lottery Enrollment

If a student is not enrolling in their in-boundary and/or feeder (K-12) school, re-enrolling in their current school, enrolling in an Opportunity Academy, or enrolling via formal placement (see page 24 for more information on formal student placements), they must be matched through the My School DC lottery. To enroll in a lottery-matched school, a family must submit required enrollment forms in-person to the school and verify DC residency by the lottery enrollment deadline (Friday, May 1, 2020). After the lottery enrollment deadline, schools are not obligated to enroll lottery-matched students and may begin to offer remaining seats to students on their waitlist.

In addition to enrollment documents, a student who obtains a seat through the lottery must provide a My School DC Lottery Seat Acceptance Form to the new school. By signing this form and/or enrolling into a lottery-matched school, a family acknowledges they are giving up the student's rights to his or her current school for the upcoming school year and the current school's feeder pattern, if the student's current school is not an in-boundary school. However, a student always maintains the right to attend an in-boundary school in grades K-12.

DC Residency Verification Guidelines

Every family in DCPS must prove DC residency annually as part of the enrollment process.¹⁰ Families who obtain a seat through the lottery must fully complete the enrollment process, including the DC residency verification process, in order to claim their seat.

- Review DC Residency Verification Guidelines for SY20-21 via <http://enrolldcps.dc.gov/node/71>.

Families called from the waitlist will be expected to prove DC residency by a specified enrollment deadline. New or relocating families who will not be able to prove DC residency by the enrollment deadline should contact their matched school or contact the Enrollment Team at (202) 478-5738 or enroll@k12.dc.gov.

Homeless or displaced families in the District of Columbia may be exempt from certain requirements as provided in the McKinney-Vento Act of 2001.¹¹ Students that are Wards of the District and living in foster care or other District-assigned placement should provide the school with their Ward of the District letter as proof of DC residency.

- For more information on enrollment for students experiencing homelessness, see page 27.

Proving residency in the District of Columbia is a threshold requirement for tuition-free attendance at DCPS, with the exception of students covered by the McKinney-Vento Act of 2001. DCPS has ultimate discretion in determining whether a student has sufficiently proven DC residency. If DCPS determines that a student is unable to sufficiently prove residency in the District of Columbia, the student will be excluded from attending DCPS tuition-free.

If the student wants another opportunity to prove residency after a non-residency determination, they may seek a reconsideration of the initial decision, but enrollment will not be allowed until the following semester. However, DCPS will consider allowing enrollment in the current semester on a case-by-case basis, depending on the circumstances particular to that student (e.g., whether DCPS is obligated to

¹⁰ D.C. Official Code § 38-306.

¹¹ 42 U.S.C. 11431 et seq.

provide special education services to the student). If a student has been excluded from DCPS based on insufficient proof of District residency, a home visit must be conducted to prove District residency before that student is allowed to enroll within DCPS in the future. In addition, DCPS will refer any suspicions regarding the DC residency of currently enrolled DCPS students to the OSSE Non-Residency investigation unit.

- Learn more about attending DCPS as a non-DC resident on page 33.

Investigation and Suspicion of Non-DC Residency

Effective June 1, 2017, all DCPS investigations related to suspicions of non-DC residency of currently enrolled DCPS students are handled by OSSE, which has established a hotline to receive tips and information regarding suspicions related to non-DC residency (see below information about online form submissions).

DCPS takes suspicions of non-DC residency extremely seriously. Reasonable suspicions by DCPS school staff and administrators, families, and other concerned citizens should be reported to OSSE. To report allegations of suspicions of non-DC residency to OSSE and request a residency investigation, notify OSSE by [submitting tips online](#).

School Health Requirements

Students in all grades are required to submit a Universal Health Certificate and an Oral Health Assessment annually. The Universal Health Certificate must be completed by the student's physician or nurse practitioner to document all immunizations, needed screenings, and a physical exam performed within 365 days from the start of school. The Oral Health Assessment should be completed by the student's dentist to document the most recent visit to the dentist and identify any additional oral health services a student might need. These forms should be submitted at the time of enrollment and no later than the first day of school unless current forms (i.e., documenting visits that occurred within 365 days from the start of the upcoming school year) are already on file with the student's school. The Universal Health Certificate and Oral Health Assessment forms are included in the DCPS enrollment packet found at <http://EnrollDCPS.dc.gov> or can be picked up from the school nurse.

School Health Questions

Contact DCPS Health Services (202) 442-5471 or healthservices.dcps@k12.dc.gov

Immunizations

DC Law requires each student attending DCPS to present valid written immunization certification, documenting that he or she has been successfully immunized in accordance with current Department of Health immunization requirements, to his/her school prior to the first day of classes. Immunization compliance is documented by submitting a completed Universal Health Certificate to the school at the time of enrollment. Unless you obtain a medical or religious exemption from DC Health, DC law requires your child to receive immunizations in order to attend school.

More information about immunization requirements in the District can be found through DC Health: <https://dchealth.dc.gov/service/immunization>

Medication/Medical Care During the School Day

Although not required for enrollment, families must turn in additional paperwork, completed by a medical provider, for students requiring medications, medical treatments, or additional care while at school. More information is available at <https://dcps.dc.gov/node/1003562> or from the school nurse.

For questions about school health requirements or meeting student health needs at school, please contact (202) 719-6555 or healthservices.dcps@dc.gov, or talk to the school nurse.

Athletic Student Enrollment

Participation in DCPS student athletics is contingent upon successful enrollment into a DCPS school. Until the student completes enrollment into the school, which includes sufficiently proving DC residency, the student cannot participate in the school's athletic programs. Failure to adhere to DCPS enrollment policies will result in a student being declared ineligible to participate in interscholastic athletics and the school forfeiting all contests during which an ineligible student participates. For more information, review the DCPS Athletics Handbook via www.thedciaa.com.

DCPS Athletics Team Questions
athletics.dcps@dc.gov

Withdrawals

Compulsory-education aged students may only be withdrawn from DCPS upon request of the parent/guardian/custodian who enrolled the student. If a student has been enrolled by an Other Primary Caregiver, any parent/guardian/custodian may withdraw the student. In order to complete a student's withdrawal, DCPS must receive valid confirmation of the student's enrollment into another school or confirmation that an exception to the compulsory education rule applies to the student, for example the student is permanently incapacitated or is under 18 but completed the requirements for a high school diploma. Valid confirmation includes a DCPS withdrawal form completed by the receiving school, official written confirmation from the receiving school that student is enrolled, or a request for records from the receiving school. Additionally, student information will not be released to the receiving school until documentation required for the withdrawal is completed. Students of compulsory age who leave or stop attending school without providing confirmation of enrollment at another school or confirmation that an exception to the compulsory education rule applies to the student will be subject to truancy protocols and processing until confirmation is received. Adult students may withdraw themselves from DCPS at any time and such students are not subject to the truancy and compulsory education requirements explained above.

Withdrawal Questions
Contact the Withdrawal Team
dcps.withdraw@k12.dc.gov

Students with Special Enrollment Circumstances

Section 504 Program

Section 504 is part of the federal Rehabilitation Act of 1973, created to prevent discrimination against individuals with disabilities in

services, programs, and activities that receive federal funds. 504 Plans provide accommodations and related services to eligible students with disabilities so that they can access the general education

Section 504 Questions

Contact the Section 504 and Student Accommodations Team
(202) 442-5471 or 504@dc.gov

Visit: <https://dcps.dc.gov/page/section-504>

curriculum, opportunities for learning, and school activities to the same extent as their non-disabled peers.

Every DCPS school has a 504 coordinator, designated by the school principal. The 504 coordinator serves as the school's main point of contact for questions from students, parents, and school staff regarding accommodations and services under Section 504. Upon enrolling in a DCPS school, families should reach out to the school's 504 coordinator if they believe that their student may qualify to receive any accommodations or services through a 504 Plan.

Opportunity Academies

In SY20-21, DCPS will have three Opportunity Academies (Ballou STAY, Luke C. Moore, and Roosevelt STAY) that offer a personalized

competency-based learning program to ensure that all students in the district have a positive pathway to post-secondary success. Students who could benefit from a non-traditional setting may be referred for transfer or may elect to pursue entry to an Opportunity Academy. Transfer priority will be determined based on how many credits a student has earned relative to his/her first ninth grade year, the intensity of interventions attempted at the current high school and the student and parent/guardian's preference for a transfer. Below is additional information on enrollment guidelines:

- Opportunity Academies are optional; students will not be mandated to attend an Opportunity Academy.
- Opportunity Academies do not participate in the My School DC Lottery process.
- High school Opportunity Academy students requiring full-time special education programming can be accommodated at Ballou STAY.
- Students currently enrolled in another DCPS school should go through the referral process for the Opportunity Academies.
- Students who are 17 and under and not enrolled in a DCPS school may pursue Opportunity Academy enrollment through the Student Supports Team.
- Students who are 18 years and older and not currently enrolled in a DCPS school may pursue enrollment directly at any point in the year at an Opportunity Academy and admission will be granted based on available space.

For additional information about each of the Opportunity Academies, please reference the [DCPS School Profiles Website](#).

Embassy Families

If families are residing in embassy-sponsored housing within DC, as stated on page 29, they can prove DC residency by providing a current embassy letter that explains this, with the embassy seal affixed. The address of the embassy-sponsored housing determines the student's in-boundary school. If families residing in

Opportunity Academy Questions or Referrals

Contact the Student Supports Team

Student.Placement@k12.dc.gov or (202) 939-2004

Identify A Student's In-Boundary School

Visit: <http://enrolldcps.dc.gov/node/41>

Contact the Enrollment Team

enroll@k12.dc.gov or (202) 478-5738

embassy housing within DC want to attend a school other than the in-boundary school zoned for the address of the embassy property, they must apply via the My School DC lottery.

Foreign Exchange Students Seeking Visa Sponsorship

DCPS is not a Student Visitor Exchange Program (SEVP) certified school district. Consequently, DCPS schools are not authorized to sign I-20 forms for foreign exchange students seeking F-1 or M-1 visa sponsorship. For more information, please visit the following link from the Department of Homeland Security's Website: <https://studyinthestates.dhs.gov/school-search>. Families with additional questions regarding visa sponsorship are encouraged to contact an immigration attorney.

Immigration Status

DCPS is committed to protecting the right of every student to attend public school regardless of immigration status or national origin. Accordingly, DCPS allows all eligible District of Columbia residents to attend its schools without inquiring about a student's or family's immigration status. For more information, visit <https://dcps.dc.gov/publication/immigration-guidance>.

Mid-Year Application Process

The Mid-Year Application Process is for students in grades PK3 to 12 who move into the District or who seek to transfer from their current school to another DC public school (DCPS or charter) during a given school year. The application is used to apply to all participating My School DC schools. No application is needed for K-12 students who wish to transfer into their in-boundary school. The mid-year application period extends from October 6 through late-March during any given school year. New students or students seeking a transfer must complete a mid-year application by calling the My School DC Hotline at (202) 888-6336.

Non-DC Residents

DCPS may enroll a non-resident student only if there is space available and no qualified District resident is seeking admittance at that school. Non-DC resident families must submit a My School DC lottery application for a DCPS school,

For Non-DC Resident Questions

Contact the Enrollment Team

(202) 478-5738 or enroll@k12.dc.gov

and a seat will only be granted if there are no DC residents on the school's waitlist. If a family is unable to prove DC residency at the time of enrollment, the student will be moved to the back of the waitlist behind all other waitlisted DC residents and any other non-DC residents already waitlisted. The DCPS Enrollment Team, the school or the parent can contact My School DC to have your waitlist adjusted. Additionally, non-resident families must pay tuition in order to attend.¹² OSSE manages the non-DC resident tuition payment process. A family must work directly with OSSE on establishing a tuition payment agreement and making tuition payments. If you intend on enrolling a non-resident student, contact OSSE at osse.residency@dc.gov to notify them of the student. **Non-resident students are not eligible to attend class until OSSE has confirmed that a tuition agreement has been signed and initial tuition payment has been submitted.**

¹² 5-A DCMR § 5007.1

- For information regarding OSSE tuition collection: <http://osse.dc.gov/publication/tuition-collection>.

Students that transition from DC resident to non-resident are only eligible to remain enrolled at their DCPS school without re-application under following limited circumstances:

- A DCPS student who is enrolled and attending the terminal grade level of a school who becomes a non-resident student during that school year may be approved to finish the year as a tuition-paying student. Continued enrollment is dependent on having a signed tuition agreement and paying non-resident tuition. Contact OSSE for questions at osse.residency@dc.gov.
- A DCPS student who would have re-enrolled in the terminal grade level of a school in September, but who became a non-resident student during the school year or summer prior to that final grade year may be approved to continue to attend as a tuition-paying student. Continued enrollment is dependent on having a signed tuition agreement and paying non-resident tuition. Contact OSSE for questions at osse.residency@dc.gov.
- A ward of the District of Columbia who is no longer a ward because he or she was placed in the permanent care and custody of a parent, guardian, or custodian who resides outside of the District of Columbia shall be approved to attend the District public school that he or she attended before being permanently placed until the terminal grade of that school. Students in this situation are not required to pay tuition.

DCPS Selective High School/Program Admissions Requirements and Processes

Students applying to one or more DCPS selective high school or program must complete an additional section of the My School DC application. The additional section is different for each school or program because each school or program has its own requirements.¹³ Contact the Enrollment Team with questions at enroll@k12.dc.gov or (202) 478-5738.

1. Benjamin Banneker Academic High School: <http://www.benjaminbanneker.org/>
2. Bard High School Early College DC: <http://bhsec.bard.edu/dc/>
3. Columbia Heights Education Campus (CHEC): <http://checdc.org/>
4. Duke Ellington School of the Arts: <http://www.ellingtonschool.org/>
5. Early College Academy at Coolidge High School: <https://www.coolidgeshs.org/>
6. McKinley Technology High School: <http://mckinleytech.org/>
7. Phelps Architecture, Construction and Engineering High School: <http://www.phelpshsdc.org/>
8. School Without Walls High School: <http://www.swwhs.org/>

In addition to school websites, you can also review SY20-21 DCPS selective high school and programs application requirements and admissions processes here:

¹³ Students who do not have their previous year's final report card readily available due to recent school closures may be able to use the first advisory report card of the current school year as part of the eligibility determination. Such families should contact the schools directly.

http://enrolldcps.dc.gov/sites/dcpsenrollment/files/page_content/attachments/Selective%20High%20Schools%20Application%20Update_For%20Website.pdf

Citywide, Dual Language, and Montessori Schools/Programs

Citywide Schools

1. Capitol Hill Montessori @ Logan (PK3-8)
2. Dorothy Height Elementary School (PK3-5)
3. Excel Academy (PK3-8)
4. Ron Brown College Preparatory High School (9-12)
5. School-Within-School @ Goding (PK3-5)
6. Stevens Early Learning Center (PK3-PK4)

Dual Language Programs

Whole School Programs – all enrolled students participate in the dual language program. There is no English-only option at the school.

1. Bancroft Elementary School (PK3-5)
2. Bruce-Monroe Elementary School (PK3-5)
3. Columbia Heights Education Campus (6-8)
4. Houston Elementary School (PK3-2)
5. MacFarland Middle School (6-8)
6. Oyster-Adams Bilingual School (PK4-8)
7. Powell Elementary School (PK3-4)

Strand Programs – schools that also offer a strand dual language program and offer a non-dual language program.

1. Cleveland Elementary School (PK3-5)
2. Marie Reed Elementary School (PK3-5)
3. Powell Elementary School (5)
4. Roosevelt High School (9-12)
5. Tyler Elementary School (PK3-5)

Montessori Programs

Whole School Program - all enrolled students participate in the Montessori program.

1. Capitol Hill Montessori @ Logan (PK3-8)

Strand Programs – schools that offer a strand Montessori program and also offer a non-Montessori program.

1. Langdon Elementary School (PK3-5)
2. Nalle Elementary School (PK3-5)

Dual Language Program Enrollment Policies

Language Dominance: Enrollment Policy for Grades PK3-1

Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery. To support dual language learning and to ensure access to bilingual services for students who are English learners, DCPS dual language programs in grades PK3-1 request that out-of-boundary lottery applicants identify as “English-dominant” or “Spanish-dominant” on their lottery application. Language-dominance is defined as the primary language of communication for the applying student. After the release of lottery results and prior to enrollment, all matched students claiming Spanish-dominance will be assessed for language proficiency. Students who do not meet language proficiency criteria will be placed on the school's English-dominant waitlist according to their random lottery number and any other preferences for which they previously qualified.

Spanish Proficiency Screening: Enrollment Policy for Grades 2-12

Students may attend their right-to-attend school(s) for grades K-12 without applying through the My School DC lottery. Out-of-boundary lottery applicants who have not previously attended a Spanish dual language program in DCPS or a DC public charter school, and who are not Spanish-speaking English Learners, may be required to take a Spanish-proficiency test, unless they are enrolling at CHEC Middle School. Testing occurs after lottery matches are released. If the student does not pass the assessment, they will be required to forfeit their match in that school's dual language program. In these cases, at the parent’s request, the applicant will be placed back on the waitlist of all schools where the student was “not waitlisted.” This request must be made to My School DC by the parent and can only be made once the student has failed the Spanish-proficiency test.

Note: If the student does not meet the language requirements, he or she is ineligible for ALL DCPS dual language programs in that grade, except for CHEC Middle School’s late entry program, which does not require a Spanish-proficiency assessment for entry.

Non-Dual Language Alternative School Placement (Sister School) (K-8 Grades)

For families of compulsory-age students whose in-boundary school is a dual language school without an English-only program option, and where the family does not wish to participate in the dual language program, DCPS provides an alternative option for enrollment. Non-dual language alternative schools do not apply to PK3, PK4, or out-of-boundary students.

Dual Language Program (Grades without English-Only Option)	Non-Dual Language Alternative (Grades Offered at School)
Bancroft Elementary School (PK3-5)	Tubman Elementary School (PK3-5)
Bruce-Monroe Elementary School (PK3-5)	Raymond Elementary School (PK3-5)
Columbia Heights Education Campus (6-8)	Cardozo Education Campus (6-8)
Houston Elementary School (PK3-2 dual language program growing grade by grade)	Burrville Elementary School (PK3-5)
Oyster-Adams Bilingual School (PK4-8)	School Without Walls at Francis-Stevens (PK3-8)
Powell Elementary School (PK3-4, English-only program phasing out grade by grade)	Dorothy Height Elementary School (PK3-5)

- See page 36 for a full list of dual language schools/programs.

If an in-boundary student is not Spanish proficient in grades 2-8 and the family chooses to enroll the student in the dual language program and forego the non-dual language alternative school option, the school may require the parent to sign a consent waiver acknowledging that they are enrolling their child in a dual language program without the necessary Spanish language proficiency and are aware of the potential academic challenges that the student may face.

Student Supports Team

3535 V Street, NE

Washington, DC 20018

(202) 939-2004 or student.placement@k12.dc.gov

Non-Dual Language Alternatives for PK3 and PK4

DCPS does not guarantee a non-dual language alternative to students enrolling in non-compulsory grades (PK3 and PK4). For families of PK3 and PK4 students whose in-boundary school is a dual language school without an English-only program option, and where the family does not wish to participate in the dual language program, the family should apply for a seat in the non-dual language alternative school through the My School DC Lottery. The student may claim sibling preference if they will have a sibling attending the non-dual language alternative school at the time of their enrollment. Students who apply to the alternative school do not receive in-boundary preference at that school.

Montessori School Enrollment Policies

Families who apply for DCPS Montessori programs are encouraged but not required to have previous Montessori experience. Families who enroll in DCPS Montessori programs but do not have previous Montessori experience may be expected to participate in a school visit and/or interview, as determined by the school with the Montessori program.

- See page 36 for a list of Montessori schools, programs, and feeder patterns.