



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Updates Related to COVID-19: SY2020-21 Enrollment Process

(Updated Oct. 2, 2020)

Background

As a part of the District's response to the coronavirus (COVID-19) outbreak in the United States, the Office of the State Superintendent of Education (OSSE) is sharing updated guidance regarding policies and practices related to public school enrollment.

Scope

This document contains details and policies specifically relating to the **enrollment process and deadline for the 2020-21 school year (SY2020-21)**. As noted below, this update extends the effective date throughout the 2020-21 school year enrollment period. No other substantive changes were made since the earlier issuance of this policy.

Effective Date

This policy will remain in effect for the duration of the SY2020-21 enrollment period, from the release of lottery results on March 27, 2020. Prior version of this policy update set an Oct. 5, 2020 expiration date for the expansion of electronic submission of supporting residency documents. That expiration date of Oct. 5, 2020 has now been extended.

Policy Guidance

Enrollment deadlines

My School DC released lottery results to LEAs on March 26, 2020, and families on March 27, 2020, as previously planned and advertised.

Typically, families enrolling into a matched school through the My School DC Lottery system have an initial enrollment deadline of May 1. Under this policy, we extended that deadline to one month after the reopening of DC Public Schools (DCPS) schools during the 2019-20 school year, or Monday, June 15, 2020 at 5 p.m., whichever was earlier. Only after that initial deadline (one month after the reopening of DCPS schools or June 15, whichever was earlier) would schools be able to decline students who were matched but had not yet enrolled at the schools' discretion, and began to use their waitlists to extend additional offers. The deadline for enrollment and the point in time count for the Enrollment Audit will remain fixed at Oct. 5, 2020.

Enrollment process

In response to the District-wide health advisories related to coronavirus (COVID-19) public health emergency, LEAs should make every effort to enroll families electronically and/or remotely unless and until these advisories are suspended. LEAs have the flexibility to design processes that best suit their technology and staffing capacity. These processes may involve accepting documents electronically (including those that would normally be expected to be submitted in person), accepting e-signatures, and/or arranging for videoconferencing to support enrollment. LEAs must notify families directly of their amended procedures and must explicitly provide alternatives for families who do not have access to the internet (i.e., using phone outreach and accepting documents via US Postal Service (USPS), or potentially, limited in-person drop-off of documents).

Residency verification

Per Sections 2.3 and 2.4 of the Office of Enrollment and Residency (OER) handbook, OSSE already accepts e-signatures on the District of Columbia Residency Verification (DCRV) form as well as electronic formats for many of the allowable supporting documentation types. This policy update expands this flexibility further and allows *all* supporting documentation types to be submitted electronically for the purposes of enrolling students at this unique time. Please note that LEAs shall advise families that even if documentation is submitted pursuant all current policies and guidance, if OSSE or the LEA reasonably concludes that additional information is needed to verify the student’s residency, further documentation can be requested from the enrolling person, including hard copies of electronically submitted documents.

Additional guidance

OSSE has created the attached draft template which LEAs may use to inform families of their processes, and OSSE staff are available to consult with LEAs on their proposed enrollment processes as requested.

Summary of changes

	Original/typical process	Adjusted per this policy
Lottery results released to families	March 27, 2020	March 27, 2020 (no change)
Deadline for families to enroll in lottery-matched school	May 1, 2020	Earlier of: One month after DCPS reopens OR June 15, 2020
First date on which schools begin to extend waitlist offers	May 1, 2020	Earlier of: One month after DCPS reopens OR June 15, 2020
Enrollment process	Families enroll in person at matched schools	Families enroll based on LEA-specific procedures designed to maximize social distancing, i.e., electronically or via USPS
Residency verification	Some supporting documentation accepted in soft copy.	All forms of supporting documentation will be accepted in electronic formats
Enrollment audit count day	Oct. 5, 2020	Oct. 5, 2020 (no change)
Enrollment audit process	As outlined in OER handbook	No changes anticipated.

Questions?

For questions about this policy

- and the My School DC Common Lottery, please contact Cat Peretti, executive director, My School DC, Catherine.Peretti@dc.gov.
- and enrollment and residency, please contact Aaron Parrott, director of enrollment and residency, Aaron.Parrott@dc.gov.
- and required health forms, please contact Kyle Flood, manager for policy and compliance in the Division of Health and Wellness, Kyle.Flood@dc.gov.