



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

## How to Request to Add Students to a School Year Roster for PKEEP CBOs.

The Office of the State Superintendent of Education (OSSE) is issuing these instructions for Pre-K Enhancement and Expansion Program (PKEEP) community-based organizations (CBOs) to apply to add students to their school year roster per the PKEEP Supplement Enrollment Policy (SEP). Under the PKEEP SEP, CBOs that meet certain eligibility criteria will be permitted to add students to their school year roster. Please see [OSSE's PKEEP SEP](#) for additional information.

### How to Apply to Add Students to Your Roster

CBOs must complete an [intake form](#) to request approval to add students under the PKEEP SEP. The PKEEP team will review the intake form and notify the CBO if the application is accepted. If the application is accepted, the CBO must complete the below steps, ensuring all required documents/forms are signed and dated and includes the required residency supporting documentation, outlined [here](#).

1. Complete the intake form.
2. Create a folder for each student you want to add to your roster.
3. Complete and sign the [DC Residency Verification \(DCRV\) Form](#) for each student.
4. Collect residency and proof of age documentation for each student.
5. Add the DCRV Form along with residency and proof of age documentation to each student's respective folder.
6. Add each student's folder to your CBO's PKEEP Box folder.

### Step-by-Step Instructions

Step 1. Complete an [intake form](#) to request approval to add students under the PKEEP SEP.

- If you are notified by OSSE that the intake form application is accepted, proceed to Step 2. The notification will indicate the number of students eligible for enrollment under the PKEEP SEP.

Step 2. Create a folder on your computer for each student you want to add to your roster labeled with their first and last name.

Step 3. Collect a completed [DCRV Form](#) for each student.

- All fields in the DCRV Form must be completed, including the enrolling person's/parent's name, the supporting documentation category and the CBO's/school official signature and date.
- Click [here](#) for additional information on the DCRV Form.

Step 4. Collect all required residency documents and proof of age for each student.

- CBOs must submit acceptable supporting documentation to confirm residency for each student (*see page two of the [DCRV Form](#) for a list of supporting documents*).

- If a non-resident student participates in the DC Child Care Subsidy Program, CBOs should submit proof of child care subsidy.

Step 5. Add each student's DCRV Form and residency and proof of age supporting documents into their folder created in Step 2.

- All folders should contain at a minimum a completed and signed/dated [DCRV Form](#) and the student's proof of age.

Step 6. Upload each student's folder into the CBO's **PKEEP to OSSE Box folder**.

CBOs must complete all steps and submit all required documentation to OSSE **by 5 p.m. on Friday, Feb. 6, 2026**.

OSSE will review the enrollment and supporting documentation to determine if the student's records demonstrate compliance with the residency and age requirements. OSSE will issue a notification confirming the number of students processed and approved under the PKEEP SEP and the CBO's final school year PKEEP student roster.

For questions related to this guidance, email Dionne Muir-Clarke, education program specialist, at [Dionne.Muir-Clarke@dc.gov](mailto:Dionne.Muir-Clarke@dc.gov)