SY 2020-2021
Friendship PCS Parent Registration Meeting

Raynette Gregory
Director of Student Information Services
Enroll@friendshipschools.org
## SY 2020-2021 Registration

### Registration Process

- **Step 1:** Submit an online Friendship Registration Form through InfoSnap. (Families will receive an email containing the student’s snapcode).

- **Step 2:** After you complete the online registration, you will receive an email to complete an electronic residency agreement.

- **Note:** Step 1 and Step 2 are due by **June 15, 2020**

### Health and Immunization Records

- **All students are required to have the following submitted before the first day of school for SY 20-21.**

**Note:** Health records will **not** prevent you from completing registration for your scholar for SY 20-21.
NO SHOTS, NO SCHOOL!

The Office of the State Superintendent of Education (OSSE) No Shots, No School policy WILL be mandated at our school this year.

ALL DC students must be up to date on their immunizations and have current health forms on file before the upcoming school year.

Starting with the 2020-21 school year, students who have not received their required immunizations may be removed from school until they receive the required immunizations and provide documentation to the school.
Electronic Documentation Submission via Adobe Esign

• **Step 1:** Families will receive an email from FPCS <echosign@echosign.com> to begin registration phase II.

• **Step 2:** Parents will click on “Open Agreement” and complete all required fields on the DC Residency Verification Form (DCRV). Parents can attach proof of residency to the agreement before signing the DCRV Form.
  
  • **Note:** Pictures of the proof of residency are acceptable as long as it meets the submission criteria. The picture is only acceptable if it is attached to the Open Agreement.
Electronic Documentation Submission via Adobe Esign, Cont’d

• **Step 3:** Parent will receive email confirmation of their signature and next steps.

![You're all set]

You finished signing "SY20-21 DCRV Form w/attachmentsTest".

Next, Yyonette Brooks will sign.

We will email the final agreement to all parties. You can also download a copy of what you just signed.

• **Step 4:** The enrolling school will receive the Adobe Esign DCRV and Proof of Residency once the parent signs and submit. School will review the DCRV Form and Proof of Residency. If DCRV form and proof of residency meets the criteria, Friendship will sign the agreement and parent will receive confirmation once registration is completed.

  • **Note:** If documentation does **not** meet the criteria Friendship has the right to request another proof of residency.
Acceptable DC Proof of Residency

ONE item is needed from this list to verify residency.

- A valid pay stub issued within 45 days of the school’s review of this form. Must contain withholding of only DC personal income tax for the current tax year and no other states listed for deduction, even if the amount is zero. It must also show a DC personal income tax withholding amount greater than zero for both the current tax year and current pay period.

- Unexpired official documentation of financial assistance from the Government of the District of Columbia, issued to the enrolling person within the past 12 months and current at the time presented to the school, including, but not limited to, Temporary Assistance for Needy Families (TANF), Medicaid, the State Child Health Insurance Program (SCHIP), and Supplemental Security Income, housing assistance or other programs.

- Certified copy of Form D40 by the DC Office of Tax and Revenue, with evidence of payment of DC taxes for the current or most recent tax year and must bear the DCOFice of Tax and Revenue stamp.

- Current military housing orders or statement on military letterhead, must be official correspondence and cite the specific DC address of residence.

- Embassy letter issued within the past 12 months. Must contain an official embassy seal and signature of embassy official; and indicate that the enrolling person and student or the adult student currently reside, or will reside, on embassy property in DC during the relevant school year.
Acceptable DC Proof of Residency, Cont’d

<table>
<thead>
<tr>
<th>TWO items are needed from this list to verify residency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DC motor vehicle operator’s permit or official government-issued non-driver identification that is valid and unexpired.</td>
</tr>
<tr>
<td>• DC motor vehicle registration that is valid and unexpired.</td>
</tr>
<tr>
<td>• Lease or rental agreement that is valid and unexpired, <strong>with a separate proof of payment of rent</strong>, such as receipt of payment, money order, or copy of cashed check. The <strong>lease</strong> must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord. The <strong>separate proof of payment</strong> must be for a period within two months immediately preceding the school’s review of this form and match the monthly rent amount stated on the lease.</td>
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<tr>
<td>OR</td>
</tr>
<tr>
<td>• Utility bill (only gas, electric, and water bills are acceptable) <strong>with a separate paid receipt showing payment of the bill</strong>, such as receipt of payment printout, money order, or copy of cashed check. The <strong>utility bill</strong> must be for a period within the two months immediately preceding the school’s review of this form. The <strong>separate proof of payment</strong> must be for the specific bill submitted. The most common submission is two consecutive bills where the second bill shows payment on the first bill. A credited amount on a bill and government agency letter subsidizing payment for utility are also acceptable proofs of payment.</td>
</tr>
</tbody>
</table>
Acceptable DC Proof of Residency, Cont’d

All items must include the same name and address of the enrolling person as completed on the DC Residency Verification Form (DCRV) and school-based enrollment documents.

If you are unable to offer one of the methods for submitting proof of residency, contact us to schedule a home visit.
DC Residency Verification Form (DCRV)

How to complete the DCRV Form page 1?

Step One of the DCRV: Read section one (1) before starting to complete the form.

Step Two of the DCRV: Complete all sections with the ✓ beside it with accurate information.

Step Three of the DCRV: Read section three (3) before signing and dating the form.
DC Residency Verification Form (DCRV), Cont’d

How to attach valid DC Proof of residency on page 2 of the DCRV Form?

Step Four of the DCRV: On page 2 of the DCRV at the bottom you can attach your valid proof of residency.
• Note: You can attach two files to the Adobe E-sign open agreement.

Step Five of the DCRV: After you attach your residency a signature block will display on the next page. Complete Signature and Title.
• Note: For Title enter Parent/Guardian and or Other Primary Caregiver (OPC); whichever, reflects your status for the student.

Step Six of the DCRV: Submit
Acceptable Electronic Documentation Submission Criteria

- Friendship PCS will only accept electronic proof of residency based on the following criteria.
  - The proof of residency documents is exportable;
  - The proof of residency document is legible;
  - The proof of residency document has all required elements;

- Note: If OSSE or Friendship 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.
Acceptable Electronic Documentation Submission Criteria, Cont’d

- Pictures of the valid proof of residency are acceptable and must be legible
  - Pictures must be saved to your computer in order to attach the file to the Adobe E-sign open agreement.
  - Pictures must capture all residency requirement elements from slide 6, 7 and 10.
  - Pictures must be taken on a clear flat surface.
  - The picture of the proof of residency must align with the DCRV and the enrolling parent information.

Example of how a picture should be displayed when attaching the document to the Adobe E-sign open agreement.
# School Contact Information

## Friendship School Information for Registration

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>PHONE #/ Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong Elementary &amp; Middle</td>
<td>202-656-0015</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:AS-Enrollment@friendshipschools.org">AS-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Blow Pierce Elementary &amp; Middle</td>
<td>202-345-3155</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:BP-Enrollment@friendshipschools.org">BP-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Chamberlain Elementary &amp; Middle</td>
<td>202-643-7440</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:CH-Enrollment@friendshipschools.org">CH-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Collegiate Academy &amp; Collegiate Online</td>
<td>202-455-0316</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:CA-Enrollment@friendshipschools.org">CA-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Ideal Elementary &amp; Middle</td>
<td>202-630-6277</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ID-Enrollment@friendshipschools.org">ID-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Southeast Elementary &amp; Middle</td>
<td>202-903-9146</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:SE-Enrollment@friendshipschools.org">SE-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Technology Preparatory Academy</td>
<td>202-524-0830</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:TP-Enrollment@friendshipschools.org">TP-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Woodridge International Elementary &amp; Middle</td>
<td>202-505-2103</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:WR-Enrollment@friendshipschools.org">WR-Enrollment@friendshipschools.org</a></td>
</tr>
<tr>
<td>Friendship Community Office</td>
<td>202-281-1700 or <a href="mailto:enroll@friendshipschools.org">enroll@friendshipschools.org</a></td>
</tr>
</tbody>
</table>
Thank You!