Dear New Capital City Families,

We are excited that your student has been matched at Capital City Public Charter School!

Due to District-wide public health advisories relating to coronavirus (COVID-19), the annual enrollment process and deadline has been adjusted to minimize in-person contact.

Enrollment for the upcoming 2020-2021 school year begins on Wednesday, April 1. In order to accept the space, families must submit online enrollment and residency documentation by Wednesday, May 27. Additional documentation (see list below) is required; a revised timeline and process for submitting paperwork will be shared later this spring. Failure to meet deadlines and submit required documents will result in the loss of your child’s space at Capital City PCS for the school year 2020-2021.

Reminders:

- No one should come to the Capital City building to conduct business until further notice.
- Please check your email and the Capital City enrollment website, https://www.ccpcs.org/admissions/enrollment, regularly for updated instructions.
- All activities outlined are to be completed online, through email or through phone calls.

Enrollment at Capital City PCS is a multi-step process. Families are required to:

- Provide their child’s information through an online enrollment form due May 1.
- Submit proof of DC residency by May 27.
- Submit required documents (see list below). We will not be collecting additional required documents while schools are closed. We will provide instructions to families on how and when to submit all required documents for your child to enroll at Capital City for the 2020-2021 school year as soon as possible.

STEP 1: Complete and submit the Online Enrollment Form by Friday, May 1.

Follow the link that was emailed to you on March 31, 2020. If you did not receive one, email gpaniagua@ccpcs.or or call 571-216-7053. Create a NEW ACCOUNT and complete an online enrollment form for each student that received a space at Capital City PCS.

To complete the Online Enrollment Form, you must have your student’s My School DC ID/Tracking Number. Your student’s My School DC ID/Tracking Number can be found:

- By calling the My School DC HOTLINE at 202-888-6336
- By logging on to your student’s application at www.myschooldc.org
In an email sent to you from My School DC when you submitted your student's application. **Subject Line:**
My School DC: Application Submission Confirmation

If you are not able to complete the enrollment form online and would like assistance over the phone, contact Nataly Stamy at 703-982-0709. If you did not receive an email, contact registrar@ccpcs.org or call 202-808-9800.

**STEP 2:** All families will be contacted directly by email or phone ***by APRIL 10, 2020*** by Capital City staff members who will explain how a family’s proof of residency can be presented electronically and how to submit it to the assigned staff member.

**STEP 3:** The following documents are required for enrollment. Look for additional communications from us about how to submit them.

- Signed DC Residency Verification Form
- Student’s original Birth Certificate (half or full-page only)
- **My School DC Seat Acceptance Form**
- Home Language Survey
- **Universal Health Certificate**
- **Oral Health Assessment**
- 2018 - 2019 final report card
- 2019 - 2020 first semester report card
- Proof of legal custody (If necessary)
- Current IEP or 504 Plan (If applicable)
- 2019-2020 Final report card
- Official School Transcript (for students entering 10th-11th grade)

Thank you again for choosing Capital City Public Charter School. It is an honor and a privilege to serve all our wonderful students and families, and we look forward to having you be part of the Capital City family for many years to come.

We realize choosing a new school is an important decision. If you have questions, please don’t hesitate to contact Gerson Paniagua at 571-216-7053 or gpaniagua@ccpcs.org.

Sincerely,

*Gerson Paniagua*

Gerson Paniagua
Assistant Director of Family Engagement