Dear Capital City Family,

We are excited to have your student back at Capital City for the 2020-2021 school year!

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.

The re-enrollment period starts on Wednesday, April 1st.

**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](https://www.ccpcs.org/admissions/enrollment), regularly for updated instructions.
- All activities outlined are to be completed online, through email or through phone calls.

**Re-enrollment is a multi-step process. Families are required to:**

1. Verify their child’s information through our Online Re-enrollment Form by May 1.
2. Submit proof of DC residency by May 27.
3. Have up-to-date immunization records and a current universal health certificate and oral health assessment. We will **not** be collecting health records while schools are closed. Look for an updated timeline and submission guidelines later this spring.

**STEP 1: Complete and submit the Online Re-enrollment Form by Friday, May 1.**

Follow the link that has been emailed to you to verify your student’s re-enrollment information. Please check your SPAM folder if you do not see the email in your inbox. If you do not have an email address and would like assistance to complete the form, please contact your school’s Front Office Manager OR the main front desk at 202-808-9800.

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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.

The deadline to re-enroll your student at Capital City for the next school year is Wednesday, May 27th, 2020 (subject to change). Failure to meet this deadline may result in the loss of your child’s space at Capital City PCS for the school year 2020-2021.

STEP 3: Submit each of the following required documents per the instructions below. Ideally, we will collect these no later than Friday, July 31 (subject to change.)

1. Signed DC Residency Verification form
2. Universal Health Certificate (signed by a medical professional)
3. Oral Health Assessment (signed by a dental health professional)
4. 2020-2021 Free/Reduced Lunch Eligibility Form (available in early July)
5. Medical Statement to Request Dietary Accommodations (if applicable)

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 continue to be part of the Capital City family for many years to come.

If you have any questions or need support, please contact your school’s Front Office Manager OR the main front desk at 202-808-9800.

Sincerely,

Gerson Paniagua

Gerson Paniagua
Assistant Director of Family Engagement