**Enrollment Requirements Checklist**

Welcome to Rocketship Public Schools! To enroll your child(ren), complete the following documents. There are two ways for you to enroll: online through the PowerSchool Parent Portal or over the phone with the school’s Office Manager.

The following forms are required for registration.

▢ **Rocketship Seat Acceptance Form**

▢ **Student Information Form**

▢ **Student Age Verification Form**

▢ **Student Address Verification Form**

▢ **Parent/Guardian Information & Emergency Contacts Form**

▢ **Child Find Query and Screening Consent Form**

▢ **Student Health Form**

▢ **Home Language Survey**

▢ **Media Release Form**

▢ **Request for Student Records Form** (Grades K-5 only)

▢ **Appletree Consent Forms** (Grades PK3 and PK4 only)

**Registration is not considered complete until the following mandatory documents are also received.**

▢ **Birth certificate, Baptismal Certificate, Passport, or Hospital Record**.

If the document does not contain the parent/guardian name, additional guardianship verification is required. Some examples of verification include:

* Adoption decree
* Court order of legal guardianship/custody
* Letter of documentation from the Department of Human Services indicating guardianship
* Letter of documentation of foster care placement

▢ **Current photo ID**

Examples include DC driver’s license or identification card, valid passport, consulate-issued photo identification, military identification, or other government-issued photo identification.

▢ **DC Universal Health Certificate Form**

▢ **DC Oral Health Assessment Form**

▢ **OSSE** **Home Language Survey** (for students who are new to DC public or public charter schools)

▢ **DC Residency Verification Form**

▢ **Proof of DC Residence**

**EITHER One of the following with same enrolling person name and address on DCRV:**

* Pay stub within 45 days of enrollment date
* Unexpired documentation of DC Government financial assistance
* Certified copy of DC Tax Form-D40
* Military housing orders
* Embassy letter

**OR Two of the following items with the same enrolling person name and address on DCRV:**

* Unexpired DC motor vehicle registration.
* Unexpired DC driver’s license or non-driver ID.
* Unexpired rental/lease agreement and proof of payment
* Utility bill within 60 days of enrollment date and proof of payment

**Additional documentation** **(if applicable)**

▢ **Most recent Individualized Education Plan (IEP) or 504 Plan**

▢ **Medication Administration Form**

▢ **Physician Food Allergy Accommodation form**

▢ **Withdrawal Form** (from previous school with transcript that shows current grade level)