

Enrollment Requirements Checklist

Welcome to Rocketship Public Schools! To enroll your child(ren), complete the following documents. Online registration is available.

- **Student Information** (Page 2)
- **Other Information & Emergency Contacts** (Page 3)
- **Child Find Query & Health Form** (Page 4)
- **Home Language Survey & Media Release** (Page 6)
- **Request for Student Records** (Page 7)
- **Appletree Consent Forms - PreK only** (Page 8)

Registration is not considered complete until the following mandatory documents are reviewed.

- **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** (to verify identity, not residency)
 - 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** (included in this packet)
- **DC Oral Health Assessment Form** (included in this packet)
- **OSSE Home Language Survey** (included in this packet)
- **My School DC Seat Acceptance Form** (issued after enrollment offer is accepted)
- **DC Residency Verification Form (DCRV)** (included in this packet)
- **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** (included in this packet)
- **Physician Food Allergy Accommodation form** (included in this packet)
- **Withdrawal Form** (from previous school with transcript that shows current grade level)

Does the student experience any of the following:

Allergies? Yes No

Asthma? Yes No

Diabetes? Yes No

Seizures? Yes No

Vision Problem? Yes No

Hearing Problem? Yes No

Heart Condition? Yes No

Uses Glasses? Yes No

Breathing Problem? Yes No
*due to bee stings

Physical Limitations? Yes No

Other? Yes No

If yes to any of the questions above, please provide additional details: _____

Food Allergies or Dietary Restrictions? If yes, please provide a copy from doctor _____

Is medication required at school? Yes No ** if yes, please provide the "OSSE Medical Administration Form" signed by the physician*

Medication #1: _____ Diagnosis: _____ Taken at school: Yes No

Medication #2: _____ Diagnosis: _____ Taken at school: Yes No

Medication #3: _____ Diagnosis: _____ Taken at school: Yes No

I / We the undersigned declare under penalty of perjury that we are the parents or legal guardians of the above-named student and grant the above authorization.

Parent/Guardian Signature: _____

Date: _____



District of Columbia
Office of the State Superintendent of Education

HOME LANGUAGE SURVEY

As part of the enrollment process in DC public and public charter schools, all parents and guardians must complete the Home Language Survey. For all students who are enrolling in a DC school for the first time, parents must complete the OSSE Home Language Survey at the time of enrollment. The purpose of the three questions below is to determine if your child needs English language proficiency screening. If the answers to questions 1, 2 or 3 indicate a language other than English, the school must screen your child for possible identification as an English learner using a screener test.

All DC residents, of all backgrounds, are welcome in public schools in the District of Columbia.

The Home Language Survey is **not** used for immigration purposes and is not shared with Immigration and Customs Enforcement (ICE). The Home Language Survey is **not** used to determine:

- your immigration status;
- your residency status; or
- if your child is an English learner.

Please let your school know if you need assistance completing the Home Language Survey.

This form must be signed and dated by the parent/guardian and school official and kept in the student's file.

Student's Last Name

Student's First Name

School Name

1. What is the primary language used in the home? _____

2. What is the language most often used by the student? _____

3. What language or languages did the student use first? _____

For additional information only:

What other languages are spoken in your home? _____

Signature of Parent/Guardian

Date

Signature of School Official

Date

To be completed by School Official:

Refer for English language proficiency screening? Yes No

Home Language Survey

Media Release

Rocketship Public Schools is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of RPS partners, newspapers, television stations, or other media who visit our schools to photograph, videotape, record, and/or interview students and staff during various activities. In addition, we often use pictures of our students in Rocketship Public Schools publications and websites. Our education partners may also want to use student pictures and recordings for similar educational and promotional purposes. In furtherance of our goal to develop exceptional educators, we may invite educational partners (e.g., teacher credentialing organizations) to attend classroom sessions and share classroom photos and videos with these organizations to support our educators' professional development.

For your child's privacy, we must know whether or not you want your child to be photographed, videotaped, or interviewed for the purposes described above. .

Yes, I DO give permission for my child to be photographed, videotaped, or interviewed by the news and/or media for any reason and for Rocketship Public Schools to use my child's photograph, name, words and work product in school and Rocketship Public Schools publications, websites, and other marketing materials. or Rocketship Public Schools and its licensees (e.g., third-party educational support organizations and partners)—collectively "Rocketship".-Further, I authorize Rocketship to record my child's likeness and/or voice with still photography, film, videotape, or digital recording ("Recordings") and to edit such Recordings, and to use, reproduce, display, and/or distribute, and/or to make derivative works from any of the Recordings or my child's work product for educational and promotional purposes, in perpetuity. I understand and agree that use of such Recordings and work products will be without any compensation to me or my child. I understand and agree that Rocketship may display or otherwise use my child's first and last name in conjunction with its use of the Recordings and/or my child's work product. I understand and agree that Rocketship and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.

No, I DO NOT give permission for my child to be photographed, videotaped, or interviewed as described above. Nor do I give my permission for Rocketship Public Schools to use my child's Recordings for the purposes described above.

I / We the undersigned declare under penalty of perjury that we are the parents or legal guardians of the above-named student and grant the above authorizations.

Parent/Guardian Signature: _____

Date: _____

Request for Student Records

Student Request Form

This form is required of all students who will be entering grades K- 5. Please send all records and files for the following student and include all health records, test scores, portfolios, and confidential files.

Este formulario es requerido para todos los estudiantes entrando a los grados K a 5. Por favor envíe todos los registros y archivos del estudiante nombrado e incluya el historial de salud, resultados de las pruebas, portafolios, y archivos confidenciales.

Student's Last, First Name _____ Student Birth Date (Mo/Day/Year): _____
Apellido, Primer Nombre del Estudiante Fecha de Nacimiento (Mes/Día/Año)

Previous School Attended: _____ Previous School District: _____
Nombre de la escuela previamente asistida Distrito Escolar previamente asistido

2025-26 Grade Level: _____
Nivel de Grado en 2025-26

Send records to the school marked below to the attention of "Student Records":

Rocketship Rise Academy
2335 Reynolds Place SE
Washington, DC 20020
Phone: 202-750-7177
Email: rise@rsed.org

RocketshipLegacy Prep
4250 Massachusetts Avenue SE
Washington, DC 20019
Phone: 202-803-7004
Email: dcinfo@rsed.org

Rocketship Infinity Community Prep
5450 3rd Street NE.
Washington, DC 20011
Phone: 202-627-2256
Email: dcinfo@rsed.org

I (parent(s)/legal guardian(s) hereby consent and authorize the release of my student(s) records as requested above by the school I've marked above

Parent/Guardian Signature: _____ Date: _____

Appletree Field Trip Permission

Throughout the school year, teachers will be taking their students on educational field trips that relate to the instructional areas being studied. These trips not only extend learning outside the classroom, but are special social times for the classes as well. AppleTree Early Learning Public Charter School field trips are well planned, approved by school leaders, and appropriately supervised by our staff with support from parent volunteers.

We request written permission from you in order for your child to participate in all class field trips throughout the 2019-2020 school year. Rather than ask you to give written permission each time a field trip is scheduled, we ask that you give your written permission for all field trips planned for the school year. Prior to each trip, teachers will send notification including destination, focus of trip, travel arrangements, appropriate dress, information about meals and information regarding any monies needed for the trip.

We also ask you to grant your permission for your child to take walks in the surrounding area of the school for the purposes including, but not limited to: physical fitness, parks for educational/recreational purposes, and/or local field trips. Permission also includes visits to local libraries and other educational venues as part of the normal school day.

Granting prior permission will allow your child to participate fully in all of our important off-campus learning experiences.

Thank you for your support,

Sincerely,

The AppleTree Team

This student has my permission to participate in all field trips sponsored by AppleTree Early Learning Public Charter School.

Parent/Guardian Signature: _____

Date: _____

Appletree Every Child Ready

Dear Parent,

The purpose of **Every Child Ready** is to create high quality curriculum and professional development resources for other preschools. We hope that these resources will allow children in other programs the opportunity to experience a high quality preschool program.

Through **Every Child Ready**, your child's classroom will receive additional books and literacy related materials and your child's teacher will receive curriculum materials and training. If you participate, **you may also receive books and materials that will help you support your child's learning at home.**

In order for your child to take part in this important project, we are asking you to give AppleTree project staff permission:

1. For my child's assessment results and findings to be shared with my child's teacher, other School staff, consultants, educators, AppleTree, and appropriate regulatory authorities, including the District of Columbia Public Charter School Board.
2. To videotape and photograph your child in his/her class. Videotape and photographs may be shared with your child's teacher, project staff, consultants, other educators and the public. Videotapes and photographs may be included in later curriculum and professional development products that will be commercially published and widely distributed to improve teaching and learning for all children. In the course of filming normal instruction, the teacher may use your child's first name. No other identifiable information will be disclosed regarding your child.
3. To talk with your child's teachers and other school personnel about your child's learning.

Parent/Guardian Signature: _____

Date: _____

Appletree Photography and Video Release

AppleTree Schools reserves the right to photograph/videotape its students, faculty, staff and facilities in connection with the activities of the school and to reproduce such images to promote, publicize, or explain the school or its activities. This includes the right, without limitation, to publish such images in the school newsletter, and PR/promotional materials such as marketing and admissions publications, advertisements, fundraising material, and any other school-related publication. These images may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

AppleTree Schools is in partnership with AppleTree Institute. As part of the regular program, your child's teachers will assess your child's academic and social skills. AppleTree Institute reviews the data internally and with your child's teacher to improve instruction. De-identified data are also shared with staff, consultants, educators, and in educational reports. Within this partnership, AppleTree Institute reserves the right to photograph/videotape students, faculty, staff and facilities in connection with the activities of the school and to reproduce such images to promote, publicize, or explain the school or its activities. These images may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

Please select your answer

- Yes, I DO give my permission** to AppleTree Schools to use images and/or video of my child as indicated above.
- No, I DO NOT give my permission** to AppleTree Schools to use images and/or video of my child as indicated above.

Parent/Guardian Signature: _____ **Date:** _____

Appletree Consent for Screenings

AppleTree Early Learning Public Charter School will be providing vision and hearing screenings to students during the school year. The Center for Blindness Prevention will provide the vision screenings. These screenings will be conducted during the school day. The results of the screenings will be sent home for you to review. Please contact us if you have any questions. These screenings do not replace the regular vision screenings provided by your child's health care provider.

- Yes, I DO give my permission** for my child to be screened.
- No, I DO NOT give my permission** for my child to be screened.

Parent/Guardian Signature: _____

Date: _____

Parent Consents

COPPA

Student Name: _____ Student Date of Birth: _____

Rocketship is committed to providing our students with access to the most effective, educational web-based tools and applications. The Children’s Online Privacy Protection Act (“COPPA”), a federal law, requires parental notification and consent for student use of online resources for students under 13 years of age.

Rocketship utilizes a number of web-based sites and applications that are operated by third parties that include, but are not limited to:

Accelerated Reader 360	Amplify Boost	ChessKid	ClassDojo	Code.org
DuLingo for Schools	EdCite	Epic!	Flocabulary	I-Ready
IXL	Khan Academy	Lexia	Newsela	ReallyGreat Reading
SeeSaw	STMath	StemScopes	PearDeck	QuaverEd
Reflex	Typing Club	Zearn		

In order for our students to utilize these programs and services, basic student information must be provided to the third-party operators. Under the COPPA, these web-based tools and applications must notify parents and obtain verifiable parental consent before collecting this information from children under 13 years of age. In addition, under this law, schools are permitted to consent to the collection of this information on behalf of its students. This eliminates the need for parents to provide consent directly to the operator of each website or application. For additional information regarding COPPA, please visit <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>.

This consent form, once executed, will constitute verifiable parental consent for Rocketship to provide personal identifying information for your child that may consist of first name, last name, username, birth date, and, if applicable, email address in order to create accounts on third-party websites and applications. Please be advised that not granting permission to use some of these services would result in your child not being able to participate in various instructional activities.

If you have questions regarding the third-party applications or websites that will be utilized during the current school year, please contact your student’s teacher.

- I give permission to Rocketship to create accounts for my child for web-based tools and applications as outlined in this document.
- I do not give permission to Rocketship to create accounts for my child for web-based tools and applications as outlined in this document.
- I give permission to Rocketship to create accounts for my child for the web-based tools and applications as outlined in this document, with the exception of the tools and applications listed

below:_____

Parent/Guardian Signature:_____

Date:_____

Parent Consents

Student Name:_____

Student Date of Birth:_____

JetPackED

Rocketship uses an internally owned software application, JetPackED, to manage and track student completion of Online Learning Programs. The primary guardian listed in the student’s registration will be enrolled into bi-weekly updates that will include a Monday SMS/Email highlighting the student’s previous week progress and upcoming week’s goals, and a Thursday SMS/Email with updated progress towards weekly goals. Texts and emails are one-way. You may unenroll from the weekly texts or emails at any point after receiving the first message by logging into their child’s JetPackED portal and updating settings.

Parent Communications

Rocketship may send out one-way electronic communications via text messages about school events, activities, or other engagement opportunities. Texts and emails are one-way. You may contact Rocketship to opt out from receiving these types of communications at any time.

I give permission to Rocketship to send me text messages about school events, opportunities, and activities. I do not give permission to Rocketship to send me text messages about school events, opportunities, and activities.

Murmuration

In furtherance of our Parent Advocacy pillar, Rocketship partners with an organization called Murmuration to help us increase civic engagement opportunities for our families throughout the community. Rocketship provides Murmuration with certain demographic data that we obtain from parents so that Murmuration can develop targeted tools and services.

Murmuration may use and retain such data for any Murmuration for internal and business purposes but it does not use the data in a manner that identifies Rocketship or any individual person. For more information on how Murmuration collects and uses data, please review the Murmuration Privacy Policy, available at <https://murmuration.org/privacy-policy>.

Yes, I have read the Murmuration Privacy Policy and give permission to Rocketship to disclose my data to Murmuration.

No, I do not give permission to Rocketship to disclose my data to Murmuration.

Parent/Guardian Signature:_____

Date:_____