

Enrollment Checklist for School Year 2023-2024

Name: I	Date:
---------	-------

___New Student _____ Returning Student

 PowerSchool	Registration	Online Application

- _____ MSDC Seat Acceptance Form (New Students Only)
- _____ OSSE Home Language Survey (New Students Only)
- Final Report Card (Required for New Students entering 1st and 2nd grade)
- District of Columbia Universal Health Certificate (Submit by 1st Day of School)
- District of Columbia Universal Oral Health Certificate (Submit by 1st Day of School)
- Proof of District of Columbia Residency
- _____ Parent/Guardian's Photo-ID (New Students Only)
- ____ Child's Birth Certificate (New Students Only)
 - Legal Guardianship or any other Court-Ordered Documentation (if applicable)

Learn today. Lead tomorrow.

701 Howard Road S.E, Washington, DC 20020

Registration

Student Information

Student's Legal First Name Student's Legal Last Name Student's Legal Middle Name Suffix Date of Birth Gender

Are you or your spouse a member of the military?

Student's Primary Address

Please provide below the student's primary address. Please note that this address should be the address of the primary legal guardian / parent / caregiver.

Please confirm that the student is a DC Resident? Street

Apt/Suite Number City State Zip Please choose the address type for the address provided above Does the student's physical address need to be changed?

Please choose which of the following situations the student currently resides in (you can choose more than one):

- [] House or apartment with parent or guardian
- [] Motel, car, or campsite
- [] Shelter or other temporary housing

[] With friends or family members (other than or in addition to parent/guardian)

Ethnicity and Race Report

This form is to be filled out by the student's parents or guardians, and both questions MUST be answered. Part A asks about the student's ethnicity and Part B asks about the student's race.

Part A - Ethnicity

Is the student Hispanic / Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

The question above is about ethnicity, not race. No matter which answer you selected, continue and respond to the next question by selecting from one or more of the dropdowns below to indicate what you consider this student's race to be.

Part B - Race

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America including Central America, and who maintains a tribal affiliation or a community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American: A person having origins in any of the black racial groups in Africa.
- Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Hitte: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Choose one or more:

Is the student's mailing address different than the physical address listed above?

Grade Level for 2023-2024

Race(s)

Family Information

Parent/Guardian 1

Title First Name Middle Name Last Name Suffix Gender Relationship to Student Emergency Contact Has custody Can pick up student Lives with student Resides at

Parent/Guardian 1 Contact Information

Phone 1 Number Phone 1 Type Preferred phone number? Phone 2 Number Phone 2 Type Preferred phone number? Phone 3 Number Phone 3 Type Preferred phone number?

> Employer Email Address

Parent/Guardian 2

Title First Name Middle Name Last Name Suffix Gender Relationship to Student Emergency Contact Has custody Can pick up student Lives with student Resides at

Parent/Guardian 2 Contact Information

Phone 1 Number Phone 1 Type Preferred phone number? Phone 2 Number Phone 2 Type Preferred phone number? Phone 3 Number Phone 3 Type Preferred phone number?

Employer Email Address

Additional Parent/Guardian

Would you like to add another parent/guardian?

Emergency Contact Information

Please list emergency contacts other than , , ,

Emergency Contact 1

Title First Name Middle Name Last Name Suffix Relationship to Student Has custody Can pick up student Lives with student

Emergency Contact 1 Contact Information

Phone 1 Number Phone 1 Type Preferred phone number? Phone 2 Number Phone 2 Type Preferred phone number? Phone 3 Number Phone 3 Type Preferred phone number?

Email Address

Emergency Contact 2

Title First Name Middle Name Last Name Suffix Relationship to Student Has custody Can pick up student Lives with student

Emergency Contact 2 Contact Information

Phone 1 Number Phone 1 Type Preferred phone number? Phone 2 Number Phone 2 Type Preferred phone number? Phone 3 Number Phone 3 Type Preferred phone number?

Emergency Contact 3

Title First Name Middle Name Last Name Suffix Relationship to Student Has custody Can pick up student Lives with student

Emergency Contact 3 Contact Information

Phone 1 Number Phone 1 Type Preferred phone number? Phone 2 Number Phone 2 Type Preferred phone number? Phone 3 Number Phone 3 Type Preferred phone number?

Email Address

Emergency Contact Priority

To adjust the priority in which emergency contacts will be called, please select the appropriate order number next to the name.

Home language details

What is the primary language used in the home? What is the language most often used by the student? What language or languages did the student use first? What other languages are spoken in your home?

New to the US and prior schooling details

Is the student new to the US? Date First Enrolled in a US Public School

[] Check here if the student has yet to enroll in a US School.

Is the student a Migrant Students?

Please enter school attended for the last 3 years

Did the student attend a US school in the school year 2022-2023? Did

the student attend a US school in the school year 2021-2022? Did the

student attend a US school in the school year 2020-2021?

Special Education

Abbreviations

IEP - Individualized Education Program

504 Plan

Please Check All That Apply

- [] Student has never had an IEP, IFSP, or 504 plan
- [] Student has had an IEP, IFSP, or 504 Plan in previous years
- [] Student has a current IEP
- [] Student has a current IFSP
- [] Student has a current 504 plan

Please check all the assessment copies that are available for the student. If you have copies of the assessments that you have checked please provide it directly to the school.

- [] None
- [] Current IEP
- Current IFSP
- [] Current 504 Plan
- [] Most recent psycho-educational assessments
- [] Most recent cognitive assessments
- [] Most recent speech/language assessments
- [] Any other assessments

NOTE: If you do not have copies of the assessments that you have checked, the school's special education team will contact the student's prior school for it.

Allergies and Medical Information

Allergies

Please provide all allergy and health related information requested below. In addition there are official D.C. health forms that will need to be completed and submitted in person to the school. The links to these forms are provided below.

- Does the student have any dietary allergies?
- Does the student have any other allergies?
- Does your child have an EpiPen for the above mentioned (or any other) severe reactions?

Does the student have any prescribed medications such as emergency inhalers, epinephrine, etc. that may need to be administered during school hours?

Does the student have any medical concerns that the school should be aware of?

Health Forms

Please find below official health related forms. The forms have to be printed and filled out by the student's physician unless mentioned otherwise. The forms will also need the signature of the parent or legal guardian as per the instructions on each form. All of the forms have to be completed and submitted to the school in-person.

District of Columbia Universal Health Certificate - Required. This form has to be completed by the student's doctor

District of Columbia Oral Health Assessment Form - Required. This form has to be completed by the student's dentist.

Medication and Medical Procedure Treatment Plan - If applicable, please provide this completed form to the school.

Official Action Plan For Anaphylaxis - If applicable, please provide this completed form to the school.

Official Asthma Action Plan - If applicable, please provide this completed form to the school.

Special Dietary Needs Form - If applicable, please provide this completed form to the school.

Authorizations

Not Doubly Enrolled

I understand that I cannot maintain enrollment at more than one school for 2022-2023.

I authorize my student's records to be released by the previous school.

Award of Current Space

I understand that once this form is submitted, I will give up my space at my current school for next school year (2022-23) and my current school will be notified that my space may be awarded to another family.

Removal from Waitlist

I understand that if I enroll as a result of receiving a waitlist offer from this school that I will be removed from the waitlists of all schools ranked below this school on my My School DC application.

Photo and Video Release

Do you authorize Cedar Tree Academy and/or its agents to take and publish photographs of your child for educational purposes and for purposes of promoting the school?

Do you authorize Cedar Tree Academy and/or its agents to record and publish video(s) of your child for educational purposes and for purposes of promoting the school?

Permission to Go Off School Grounds

Do you authorize your child to leave the school grounds in the company of a Cedar Tree Academy staff member for the purpose of educational, athletic, or recreational activities?

Before and AfterCare services

Cedar Tree Academy provides After Care services on the school premises. Please indicate if you are interested in enrolling the student in After Care services. Please note that there are applicable fees. More information on the After Care services is available on the Cedar Tree Academy website. <u>http://cedartree-dc.org/for-parents/before-aftercare/</u>

I am interested in enrolling the student in Before and/or AfterCare services

Documents

Proof of DC Residency (All Students)

Verify by submitting supporting documentation. All items must include the same name and address of the enrolling person as completed on the DC residency verification form and school-based enrollment documents.

ONE item is needed from this list to verify residency.

TWO items are needed from this list to verify residency.

- A valid pay stub is sued 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), 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 DC Office 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.

- DC motor vehicle operator's permit or official government-issued non-driver identification that is valid and unexpired.
- DC motor vehicle registration that is valid and unexpired.
- Lease or rental agreement that is valid and unexpired. with a separate proof of payment of rent, such as receipt of payment, money order, or copy of cashed check.

The lease must contain the start date, monthly rent amount, name of landlord, and be signed by the enrolling person and landlord.

The separate proof of payment 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.

 Utility bill (only gas, electric, and water bills are acceptable) with a separate paid receipt showing payment of the bill, such as receipt of payment printout, money order, or copy of cashed check.

The utility bill must be for a period within the two months immediately preceding the school's review of this form.

The separate proof of payment 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.

If you are unable to verify through one of the above methods, speak with your school official about a home visit or other options.

Note: Document uploads are optional, please note that forms can be submitted in person, when available. Cedar Tree Academy also reserves the right to request hard copies of all uploaded documents.

Please choose the type of proof you want to upload

Birth Certificate (New students only)

Please upload Child's Birth Certificate NO DOCUMENT UPLOADED

Parent Photo ID (New students only)

Please upload Parent's Photo ID NO DOCUMENT UPLOADED

Final Electronic Signature

Confirmation of Enrollment

I understand that by submitting this form, I am confirming the enrollment of the student above in the enrolling school for 2023-2024.

The electronic signature below and its related fields is treated by Cedar Tree Academy like a physical handwritten signature on a paper form and is legally binding. I affirm that all the information provided by me in this enrollment form is true and correct to the best of my knowledge. Furthermore, I understand that if false information is provided to Cedar Tree Academy it can result in the denial of enrollment of my child for the 2023-2024 school year.

I Agree

Electronic Signature Relationship to Student Date

CEDERTREE SEAT ACCEPTANCE FORM ACADEMY 2023-24 School Year

Parents/Guardians: If you participated in the My School DC lottery, please complete this form to confirm your child accepts a seat in Cedar Tree Academy PCS and submit it with our other enrollment requirements.

Student Information

You must fill out one form for each child you are enrolling that participated in the My School DC lottery.

First and Last Name:	Date of Birth (MM/DD/YYYY):			
Current School (2022-23):		Current Grade (2022-23):		
Enrolling School (2023-24):		Enrolling Grade (2023-24):		

Records Release

Please read and sign the bottom of this form so that Cedar Tree Academy PCS can request your child's records.

By signing this form, I authorize Cedar Tree Academy PCS to request records from the current school for the student above. I also hereby authorize Cedar Tree Academy PCS to request records from any other previous schools that the student above has attended. I understand that Cedar Tree Academy PCS will not further transfer or communicate the records to any other party or agency without my express written consent except under authority of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Enrollment Confirmation

Please read and sign the bottom of this form to confirm your understanding of each statement and your child's enrollment for 2023-24.

I understand that I cannot maintain enrollment at more than one school for 2023-24 and I am confirming my enrollment at Cedar Tree Academy PCS.

I understand that once this form is submitted, I will give up my space and feeder pattern at my current school (you will still maintain rights to your K-12 DCPS in-boundary schools) for next school year (2023-24) and my current school will be notified that my space may be awarded to another family.

I understand that if I enroll as a result of receiving a waitlist offer from Cedar Tree Academy PCS that I will be removed from the waitlists of all schools <u>ranked below</u> this school on my My School DC application.

Parent/Guardian Information

This should be the same person completing the form.

Signature: _

Print Name: _____

_____ Date: __

FOR OFFICE USE ONLY

Application Tracking #: _



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 studer	nt?
3. What language or languages did the student use firs	st?
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	

DC HEALTH Universal Health Certificate

Use this form to report your child's physical health to their school/child care facility. This is required by DC Official Code §38-602. Have a licensed medical professional complete part 2 - 4. Access health insurance programs at https://dchealthlink.com. You may contact the Health Suite Personnel through the main office at your child's school.

Part 1: Child Personal Information To be completed by parent/guardian.													
Child Last Name: Child First Name: Date of Birth:													
School or Child Care Facility Name: Gender: Gender: Hale Female Non-Bina								Non-Binary					
Home Address:				Ap	t:	City:				State	:	ZIP:	
Ethnicity: (check all that apply)	🔲 Hispa	nic/Latino		on-Hispa	nic/Nor	n-Latino			Other		Prefe	r not to a	nswer
Race: (check all that apply)		rican Indian a Native	/ 🗖 A:	sian		Native Ha Pacific Isl		•	Black/Afri American	can	U White	e 🗌	Prefer not to answer
Parent/Guardian Name: Parent/Guardian Phone:													
Emergency Contact Name: Emergency Contact Phone:													
Insurance Type: 🔲 Med	icaid 🛛	Private	Nor	ne Ins	urance	Name/ID)#:						
Has the child seen a dentist,	/dental prov	vider within	the last y	year?		Yes		D No					
I give permission to the signin appropriate DC Government from civil liability for acts or o understand that this form sho Parent/Guardian Signature:	agency. In a omissions un ould be com	ddition, I ho nder DC Lav	ereby ack v 17-107,	nowledg except fo	e and ag or crimir	gree that nal acts, in	the D ntenti y year	istrict, the onal wron	school, its	employ	yees and a	gents sha	ll be immune
Part 2: Child's Health	History,	Exam, ai	nd Reco	ommer	ndatio	ns To	be c	ompleted	d by license	ed hea	alth care p	rovider.	
Date of Health Exam:	BP:	1	ABNL	Weight	t:			Height		П IN См	BMI:	BN Pe	VII ercentile:
Vision Screening: Left eye: 20/	Righ	t eye: 20/			Correcte Uncorrec				Wears glas	ses 🕻	Referre	d 🗌	Not tested
Hearing Screening: (check all the	hat apply)			Pass		🔲 Fail			Not tested		Uses De	evice	Referred
Does the child have any of the following health concerns? (check all that apply and provide details below) Asthma Failure to thrive Sickle cell Autism Heart failure Significant food/medication/environmental allergies that may require emergency medical care. Details provided below. Behavioral Kidney failure Language/Speech Cancer Language/Speech Long-term medications, over-the-counter-drugs (OTC) or special care requirements. Details provided below. Developmental Scoliosis Significant health history, condition, communicable illness, or restrictions. Details provided below. Diabetes Seizures Other: Provide details. If the child has Rx/treatment, please attach a complete Medication/Medical Treatment Plan form; and if the child was referred, please note.													
TB Assessment Positive TST should be referred to Primary Care Physician for evaluation. For questions call T.B. Control at 202-698-4040.													
What is the child's risk leve	l for TB?	Skin Test D	ate:					Quar	ntiferon Tes	t Date	:		
\Box High \rightarrow complete skin		Skin Test R	esults:	🔲 Neg	gative	D Pos	itive, (CXR Negativ	ve 🗖 Po	ositive,	CXR Positive	e 🗖 P	Positive, Treated
	and/or Quantiferon test Quantiferon Besults: Quantiferon D Negative Positive Positive, Treated												
Additional notes on TB test:													
Lead Exposure Risk Screening All lead levels must be reported to DC Childhood Lead Poisoning Prevention. Call 202-654-6002 or fax 202-535-2607.													
ONLY FOR CHILDREN UNDER AGE 6 YEARS	Test Date:	1	st Result:		ormal	Abno	ormal,	Screening D			1 st 9	Gerum/Fir k Lead Le	nger
Every child must have 2 nd 2 lead tests by age 2	^d Test Date:	2	e nd Result:				ormal, ental s	Screening D	Date:			Serum/Fi k Lead Le	-
HGB/HCT Test Date: HGB/HCT Result:													

Part 3: Immunization Information To be completed by licensed health care provider.									
Child Last Name:	Child First Name: Date of Birth:								
Immunizations In the boxes below, provide the dates of immunization (MM/DD/YY)									
Diphtheria, Tetanus, Pertussis (DTP, DTaP)	1	2	3	4	5				
DT (<7 yrs.)/ Td (>7 yrs.)	1	2	3	4	5				
Tdap Booster	1								
Haemophilus influenza Type b (Hib)	1	2	3	4					
Hepatitis B (HepB)	1	2	3	4					
Polio (IPV, OPV)	1	2	3	4					
Measles, Mumps, Rubella (MMR)	1	2							
Measles	1	2							
Mumps	1	2							
Rubella	1	2							
Varicella	1	2	Child had Chick Verified by:	ken Pox (month	& year):	(nam	e & title)		
Pneumococcal Conjugate	1	2	3	4					
Hepatitis A (HepA) (Born on or after 01/01/2005)	1	2							
Meningococcal Vaccine	1	2	1						
Human Papillomavirus (HPV)	1	2	3		_				
Influenza (Recommended)	1	2	3	4	5	6	7		
Rotavirus (Recommended)	1	2	3						
Other	1	2	3	4	5	6	7		
The child is behind on immunizations a	nd there is a pl	an in place to get	t him/her back o	on schedule. Ne :	xt appointment i	is:			
Medical Exemption (if applicable)									
I certify that the above child has a valid medic	_		_	-		_			
🖵 Diphtheria 🖵 Tetanus 🖵 Per	tussis 🖵	Hib	Ц	ерВ	Polio	L Me	asles		
Mumps 🛛 Rubella 🔍 Var	icella 🛛	Pneumococcal	Пн	epA	Meningococca	al 🗖 HP'	V		
Is this medical contraindication pe	rmanent or te	mporary?	Permanent	🔲 Temp	oorary until:		(date)		
Alternative Proof of Immunity (if applicable) I certify that the above child has laboratory ev	vidence of imm	unity to the follo	wing and I've a	ttached a copy o	of the titer result	s.			
🗖 Diphtheria 🗖 Tetanus 📮 Per	tussis 🗖	Hib	Пн	ерВ	Polio	🔲 ме	asles		
Mumps Rubella Var		Pneumococcal	Пн	·	Meningococca	а 🛛 нр	J		
					0		v		
Part 4: Licensed Health Practitioner's Certifications To be completed by licensed health care provider. This child has been appropriately examined and health history reviewed and recorded in accordance with the items specified on this No Yes form. At the time of the exam, this child is in satisfactory health to participate in all school, camp, or child care activities except as noted on page one.									
This child is cleared for competitive sports .		No 🛛 Yes		nding additional	clearance from:				
This child is cleared for competitive sports.									
I hereby certify that I examined this child and	the informatio	n recorded here	was determined	d as a result of tl	ne examination.				
Licensed Health Care Provider Office Sta	amp Prov	vider Name:							
	Prov	vider Phone:							
	Provider Signature: Date:								
OFFICE USE ONLY Universal Health Certificate received by School Official and Health Suite Personnel.									
School Official Name: Date: Date:									
Health Suite Personnel Name:		Sign	ature:			Date:			

DC Health | 899 North Capitol Street, N.E., Washington, DC 20002 | 202.442.5925 | dchealth.dc.gov



Oral Health Assessment Form

For all students aged 3 years and older, use this form to report their oral health status to their school/child care facility.

Instructions

- Complete Part 1 below. Take this form to the student's dental provider. The dental provider should complete Part 2.
- Return fully completed and signed form to the student's school/child care facility.

Part 1: Student Information (To be completed by parent/guardian)

First Name	_ Middle Init	Middle Initial					
	ild Care Facility Name h (<i>MMDDYYYY</i>)			ne Zip Code			
School Grade	Day- care PreK3 PreK4 K 1	2 3 4	5	6 7	89	10 11	Adult 12 Ed.
Part 2: Stuc	lent's Oral Health Status ('	Fo be comple	eted by	v the denta	l provi	der)	
include staine	patient have at least one tooth with a l d pit or fissure that has no apparent bi lesions (i.e. white spots).	-				Yes	No
	patient have at least one treated caric mporary restorations, or crowns as a re				nalgam,		
Q3 Does the	patient have at least one permanent n	nolar tooth with a	partially	or fully retaine	ed sealant?	,	
	patient have untreated caries or other - up ? (Early care need)	oral health proble	ems requi	iring care befor	e his/her		
Q5 Does the	patient have pain, abscess, or swellin	g? (Urgent care ne	ed)				
	y primary teeth in the patient's mouth I with fillings/crowns ?	are affected by ca	ries that	are either untr		tal Number	
	y permanent teeth in the patient's mo , treated with fillings/crowns, or extr		-	hat are either	То	tal Number	
Q8 What type	e of dental insurance does the patient	have? Mo	edicaid	Private Insur	ance	Other	None
Dental Provide	r Name				Dental	Office Stamp	
	r Signature						
Dental Examina	ation Date						

This form replaces the previous version of the DC Oral Health Assessment Form used for entry into DC Schools, all Head Start programs, and child care centers. This form is approved by the DC Health and is a confidential document. Confidentiality is adherent to the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for the health providers and the Family Education Right and Privacy Act (FERPA) for the DC Schools and other providers.