



(INSERT SCHOOL NAME)
(INSERT HOMEROOM TEACHER OR GRADE)

Dear Parents and Guardians of (INSERT STUDENT NAME, STUDENT ID):

I hope your family is having a wonderful end to a successful school year. We are writing to tell you about **the enrollment process for the afterschool program for school year 2015-16**. Listed below are some important dates and information, so please read carefully.

- **Afterschool enrollment for all families will take place online at <http://dcps.dc.gov/DCPS/asp>.** Families who visit the online enrollment system can expect to have a customized experience based on your child and the school he/she is attending.* **Your child's student ID, which can be found beside their name at the top of this letter, is needed to access the online system, so please hold onto this letter. You must access the system on a computer, not a phone or mobile device. For specific instructions on how to enroll, see the back side of this letter.**
- **Online afterschool enrollment will start May 26 and close on August 19.** Seats will be filled on a first-come first-served basis. Seats are limited, so please enroll early. If any open seats exist after August 19, families must enroll in person with afterschool staff at their child's school.
- **The afterschool enrollment process has been simplified so that most families will not need to submit more documents after completing the online enrollment form.** Based on your student's school and student data on file, some families will be notified through the online enrollment process that they need to bring additional documentation to their child's school. If your family needs to bring in documentation, those items will be due by **Wednesday, August 19** or sooner to hold your student's seat.

**If you lack access to a computer, computers will be available at your school for use during the above enrollment period from 9:00 a.m. to 3:00 p.m. DC Public Libraries also have computers available for public use. Hours and locations can be found at <http://dclibrary.org/hours-locations>.*

Important Enrollment and Program Reminders:

1. You must have submitted your school year 2015-16 enrollment forms for the regular school day before you can enroll in the afterschool program. For more information about 2015-16 school enrollment, visit dcps.dc.gov/enroll.
2. In order for any student to be enrolled in an afterschool program next year all outstanding **2014-15 afterschool co-payment balances must be paid in full.**
3. No child will be permitted to start until afterschool enrollment has been confirmed.
4. The afterschool program will operate from the end of the school day until 6:00 p.m. each full school day (unless otherwise noted by your school). Your school's afterschool start date is **(INSERT DATE)**.
5. The afterschool program will include academic support as well as enrichment activities like sports, arts, cooking, and technology. **Supper/snack will be provided to all students free of charge.**

Thank you for your continued support and partnership. If you need help with the enrollment process please contact the registrar at your child's school or the Office of Out-of-School Time Programs at 202-442-5002.

Sincerely,

Mark King
Deputy Chief, School Operations and Programs
Office of Deputy Chancellor of Operations

How to Register Your Student for Afterschool

Thank you for your interest in registering your child in the OSTP afterschool program! **You will need to use a computer with Internet access to register. (The registration does not work from a cell phone or tablet.)** You may use a computer at your child's school to complete the registration. For assistance with completing the registration, ask at the Main Office of your child's school.

Afterschool registration begins on May 26 and closes on August 19 and we encourage you to register as soon as possible because space in the program is limited.

What you Need to Know to Prepare for Afterschool Registration

1. Only parents and legal guardians may register students.
2. You will need to complete the entire application at one time. (You cannot save and return later.) Completing the registration process will take approximately 5-10 minutes.
3. You will need to have the following information to complete the online registration:
 - Parent/guardian contact information (address, phone number(s), email)
 - Name and phone number of another adult who can be contacted in an emergency
 - Names and phone numbers of anyone authorized to pick the student up at dismissal time
 - Optional information:
 - Medical information, such as names of required medications, allergies, or special needs
 - Dietary restrictions for medical, philosophical or religious reasons

Steps to Register

1. Go to your internet browser and enter the following web address *exactly as it appears*:
<http://dcps.dc.gov/DCPS/asp>.
2. Enter your child's ID number. Your child's ID number appears at the beginning of this letter, next to your child's name.
3. Enter the requested information in the boxes provided.
4. If required, click on the gray arrow to show possible answers to a question (such as "Yes" or "No").
5. When you finish, click on the green 'Save' button on the top right corner of your screen.
6. A confirmation screen will appear letting you know the status of your application. If you are given a confirmation number, please write it down. If you provided your email address in the application, you will receive a copy of the confirmation via email.

Questions about Registering

If you have any trouble with the registration process, please contact the registrar at your child's school or the DCPS Office of Out-of-School Time Programs at 202-442-5002.