



# E.L. Haynes SY 2023-24 New Family Enrollment Guide

We are so excited that you will be joining us for the 2023-2024 School Year and that you will be joining our community. See below for instructions on how to enroll your student before the deadline on **May 1, 2023**. Enroll by May 1 to secure your spot.

Please note that this process is for families who **matched with E.L. Haynes** through the My School DC common lottery and who do not have siblings currently attending E.L. Haynes. If you are a returning family, [click here](#).



## Step 1: Schedule Your Enrollment Appointment

Every family must make a one-hour phone or online appointment with one of our team members to complete enrollment. You can call, email, or use the links provided to contact your school's lead enrollment coordinator.

### Elementary School (Pre-K3 - 5th Grade)

**Rasheed Copeland**  
202-667-4446 x2001  
rcopeland@elhaynes.org  
[click here](#) to schedule

### Middle School (6th - 8th Grade)

**Jossman Garcia**  
202-667-4446 x1001  
jogarcia@elhaynes.org  
[click here](#) to schedule

### High School (9th - 12th Grade)

**Gloria Reyes**  
202-667-4446 x3001  
greyes@elhaynes.org  
[click here](#) to schedule



## Step 2: Complete Online Registration

We use our student information system, Infinite Campus, to complete online registration. This process must be completed before your enrollment appointment. You will need access to an email address that you can use to receive and send messages.

1. [Click here to begin](#). The online form will ask for your name, basic information, and a working email address. After submitting the form, you will receive an email with a link to complete the rest of your online registration.
2. Using the link provided, follow the prompts to finish registration.
3. Make sure you click "Submit" on the online form.

If you have any questions, please contact your school's lead enrollment coordinator.



### Step 3: Gather All Required Documents

Before your scheduled appointment, make sure you collect all of the required documents. Gathering them ahead of time will make your enrollment process easier.

- Residency proof document(s) ([click here for more information](#))
- Health and dental forms ([click here for more information](#))
  - Beginning in the 2023-24 School Year, the COVID-19 vaccine is required for school enrollment and attendance in the District of Columbia for all students who are of an age for which there is a COVID-19 vaccination fully approved by the US Food and Drug Administration (FDA).
  - DC Laws require certain immunizations for students, including the COVID-19 vaccine and booster for all students ages 16 and over.
  - [Click here](#) to find a provider for all other required immunizations.
- Birth certificate ([click here for more information](#))



### Step 4: Meet with Your Enrollment Coordinator

Meet with your enrollment coordinator during your scheduled time. During the appointment, the enrollment coordinator will:

- Review your online registration.
- Go over all of your required documents.
- Send you an electronic copy of your DC Residency Verification Form to sign electronically during the meeting. (You will need an internet-connected device like a computer, phone, or tablet, to e-sign the document.)

Questions? Please contact your school's lead enrollment coordinator, or call our front desk at 202-667-4446. We have bilingual staff ready to speak with you!

## ENROLLMENT TO-DO LIST FOR NEW FAMILIES

- Schedule your enrollment appointment
- Complete online registration via Infinite Campus
- Gather all of your required documents
  - Proof of residency
  - Health and dental forms - must be from within one year of enrollment
  - Birth certificate
- Meet with your enrollment coordinator