



E.L. Haynes SY 2023-24 Returning Family Enrollment Guide

Welcome back to E.L. Haynes. We are so excited that you will be returning for the 2023-2024 School Year! See below for instructions on how to enroll your student before the deadline on **May 12, 2023**. Enroll by May 12 to secure your spot.

Please note that this process is for any families with a student who currently attends E.L. Haynes, including families who are registering a sibling new to E.L. Haynes. If your family is new to E.L. Haynes, [click here](#).



Step 1: Schedule Your Enrollment Appointment

Every family (returning and new) 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 x 1001
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.

1. [Click here to log in](#). (If you need to reset your username or password, select "Forgot Password?" or "Forgot Username?")
2. Once logged in, in the left-hand sidebar, scroll down and select "More."
3. Then, click "Online Registration."
4. Follow the prompts to finish registration.
5. Click "Submit."

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 - only for siblings new to E.L. Haynes ([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 RETURNING FAMILIES

- Schedule your enrollment appointment
- Complete online registration via Infinite Campus
- Gather all of your required documents
 - Proof of residency
 - Health & dental forms - must be from within one year of enrollment
 - Birth certificate - ONLY for siblings new to E.L. Haynes
- Meet with your enrollment coordinator