

# The Inspired Teaching Demonstration School

## School Year 2018-2019

Congratulations and welcome to the ITDS Family! We are so excited that you were matched with Inspired Teaching Demonstration School for the 2018-2019 school year.

Enrollment for new families begins on Monday April 9th, 2018 and the deadline to enroll is May 1st, 2018 at 5pm. If you do not complete your enrollment by May 1st at 5pm we will offer your space to another student on the waiting list. **Families are welcome to enroll at the school between 9AM and 4:30PM Monday through Friday.** Please note the school will be CLOSED on April 16<sup>th</sup> for DC Emancipation Day.

This year we will also have a Saturday enrollment event for families who are unable to enroll during weekday hours. The school recruitment team will be available at the school on **Saturday, April 21<sup>st</sup>, 2018 from 9AM to 12PM** to collect enrollment documents. RSVP [here](#) for the Saturday Event.

In order to successfully complete your child's enrollment, you must complete this **Two-step process by May 1, 2018:**

### Step #1: Complete at home

- **Online Enrollment Form\*** (password is in welcome email)

### Step #2: Complete IN PERSON at ITDS

- **DC Residency Verification Form** (to be completed onsite)
- **Proof of DC Residency** (see [DC Residency Verification Guidelines](#))
- **My School DC Enrollment Form\***
- **Authorization for Emergency Medical Treatment Form\***
- **Home Language Survey**
- **Student Records from previous school** (report cards, test scores, etc.)
- **Student IEP/504 Plans** (If applicable)
- **D.C. Universal Health Certificate\*** (Parent/Guardian signature & date required)  
Please do not submit duplicates of the one we have on file if it is current.
- **D.C. Dental Assessment Form\*** (Parent/Guardian signature & date required)  
Please do not submit duplicates of the one we have on file if it is current.
- **Medication Action Plan & Medications\***  
(If applicable, must be provided on or before August 22, 2018)

**\*Tips for completing these forms can be found below.**

These documents are available in a pdf form online so that you may print the forms to complete by hand or you may complete them onsite during your Student Re-Enrollment.

### **School Tours**

We invite new families to tour our school during the school day to see our program in action. Please follow this link, [SCHOOL TOUR](#), to RSVP for a tour.

We are happy to answer your questions you have about our school and the enrollment process. Please feel free to reach out to Samia Brown at [samia.brown@inspiredteachingschool.org](mailto:samia.brown@inspiredteachingschool.org) or [202-248-6825](tel:202-248-6825).

Again, welcome to Inspired Teaching Demonstration School and we look forward to partnering with you!

**Online Re-Enrollment Form**

**Section A:**

- Student name must be their legal name printed on his/her birth certificate.
- Address must match the address on the residency form.

**Section B:**

- Please use this space to include any academic or personal information you would like next year's teacher to know about your child.

**Section D:**

- Address listed under Parent/Guardian #1 is the address to which all school correspondence will be sent.

**Section E:**

- Granting permission to walk home or take public transportation does not grant permission for your student to leave school early independently. All Students must be picked up and signed out by an authorized adult for early dismissal. There are no exceptions to this rule.

**Section F:**

- This section grants permission for those listed to pick up your child at any time WITHOUT prior approval. This section should only be used to grant pick-up authorization to people who will routinely pick up your child from school.
- If anyone is NOT authorized to pick up your child, please contact your child's principal to share any concerns you have about an individual who is not authorized to pick your child.

**Section G:**

- In the event of an emergency we will contact Parent/Guardian/Caregiver 1 and then Parent/Guardian 2 prior to anyone who is listed on your emergency contacts and pick-up list. Please **do not list** Parent/Guardian 1 or 2 in your emergency contacts or pick up list.
- Please **do not list** Parent/Guardian/Caregiver 1 or 2, or your emergency contacts in your pick up list. Your authorized pick up should be all new names.

**Section I - K:**

- Please note: If you do NOT want your family contact information listed in the directory you will need to complete an Opt Out Form available at the front desk.
- The Walking Permission only covers field trips in the school neighborhood. Formal permission slips will be sent home for all other trips off campus.
- Please be advised that the Media Release grants Inspired Teaching Demonstration PCS permission to take photographs or videos of your child. You authorize ITDS to use visual media that may include your child's likeness and may be shared in any of the following ways:
  - A. On ITDS website, Twitter, or Facebook page.
  - B. In the newspaper.
  - C. In educational or promotional materials distributed by ITDS.

**Section M:**

- This section must be signed and dated in person by the enrolling parent/guardian/caregiver who submitted proof of DC Residency & the DC Residency Verification Form.

### Authorization for Emergency Medical Treatment Form

- Please print your student's legal birth name as recorded on the birth certificate and birth date at the top of this form.
- Indicate your preference for emergency treatment. (Only select one)
- Provide a copy of your student's insurance card OR complete the insurance information section

### D.C. Universal Health Certificate & Oral Health Assessment Forms

- Must be submitted each year upon your student's annual checkup date.
- **Must be current** no later than August 22, 2018, in order to start school.
- Please do not re-submit forms that we already have on file that are current.
- Students whose Health Certificates have expired over the summer will not be permitted to start school until we receive the forms that are current.

### Medication Action Plans and Medication

- Must be completed and signed by your doctor for the 2018-2019 school year and must be received no later than Wednesday, August 22, 2018.
- Medication (prescription & over the counter) will only be received in the form of an un-opened package and cannot leave the school premises under any circumstance.
- If your student is going on an overnight school trip, a field study for the day, or an athletic event you must submit their medication to the medication administrator on duty.
- Students must have written authorization from their doctor to have medication on their person.