

# HOPE COMMUNITY PUBLIC CHARTER SCHOOL

*Developing Character, Enriching Minds*

Greetings Hope Community Parents and Guardians,

## Now Enrolling for the 2021-22 School Year!

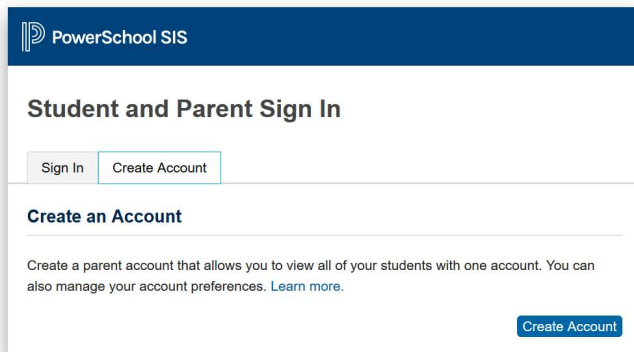
Thank you for your support of the learning community at Hope Community Public Charter School - Tolson. It has been an unprecedented year worldwide for all of us. However, better days ahead, starting with your commitment to re-enroll your child for SY22.

The intent to re-enroll will begin today. With this in mind, we ask that you complete your re-intent enrollment forms on Power School Parent Portal by (March 1, 2021). We will begin to collect updated residency and school compliance documents (medical & dental forms) starting April 1, 2021.

To sign up to the parent portal please go to the following link:

<https://hccs.powerschool.com/public/> (There is also a link on each of the school's websites for your convenience.

Step One: Go to the tab marked "Create Account"



Step Two: Fill out all of your information as prompted. You will be asked for your Name, Email, Username (which you create) and Password (which you create).

Step Three: You will be prompted to add all of the scholars you are responsible for. You can add up to 8 students on your profile.

- The Access ID for all students is the students' first name and last name up to 8 characters. If your last name has more than 8 letters your Access ID will be up until the 8<sup>th</sup> character. All characters are included in the 8 characters; hyphens for example. See some examples below.
  - Example 1: Beyonce Knowles-Carter, here Access ID will be "Knowles-"
  - Example 2: Barak Obama, his Access ID will be BarakOba
- The Access Password for all students is the students birthday; two digits not required. *If a student was born on 1/2/2008 the password would be 122008 not 01022008*

If you need help figuring out your scholars, Access ID or Password please contact the enrollment specialist at your school.

The screenshot shows a web form titled "Link Students to Account". Below the title is a instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There is a small box with the number "1" indicating the first of several rows. The form contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently showing "-- Choose".

Step Three: You will receive an email confirming your account access from Powerschool. If you don't see an email please check your spam folder.

Step Four: Log on to the system. There are tons of items to explore; please do so when you get the opportunity.

### Enrollment:

After you log on, to re-enroll go to the enrollment tab under the forms section. You will need to enroll all of your students however some of the demographic information like address will carry over to avoid redundancy. Please review all information to ensure accuracy.

The screenshot shows the Powerschool SIS "Enrollment Express" interface. On the left is a "Navigation" sidebar with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Forms (highlighted), School Bulletin, Class Registration, and Balance. The main content area has tabs for "General Forms", "Class Forms", "Enrollment", and "Student Support". The "Enrollment" tab is active, showing the "Enroll Form Listing for [redacted]" page. A yellow banner states: "Your preferences haven't been configured. To configure if and how you'll receive notifications for forms, please use the button below to set your preferences." with a "Preferences" button. Below this is a "Forms" section with a "Search forms..." input field.

### Residency Form:

While completing the enrollment section you will be prompted to complete an electronic version of the DC Residency Verification form. We are working on a way to have you all sign this document but in the meantime completing this form will suffice.

### Proof of Residency:

We are urging all parents to complete the OSSE verification process through the Office of Tax and Revenue. Completing the OSSE verification process may relieve the burden on families to provide

residency documentation each year your child goes to Hope Community. To complete the residency verification process the enrolling person must have paid taxes in DC during the previous fiscal year and have the student's Social Security Number. The student must be re-enrolling on the same local education agency and enrolling in grades K-12. Login to the system at [www.ossedctax.com](http://www.ossedctax.com).

If you opt not to become OSSE Verified, there are other ways to prove residency. If you decide to use one of the options below please send your residency documentation to [Lamond.Enrollment@imageschools.org](mailto:Lamond.Enrollment@imageschools.org) (Lamond Families) or [Tolson.Enrollment@imageschools.org](mailto:Tolson.Enrollment@imageschools.org) (Tolson Families). Please include the child's name in the subject of the email. All attachments must be legible. Remember that you may be asked by Hope Community Staff or OSSE to furnish the documents in person at a later date.

Options to prove residency:

- Pay Stub (must be recent and have no other state taxes deducted)
- Proof of DC govt. financial assistance (TANF, housing, or SNAP)
- Certified DC Tax Form (D-40)
- Utility Bill, Payment of Utility Bill, and DC License (You must have all three)
- Housing Lease, Housing Lease Payment, and DC License (You must have all three)
- DC License (or DC issued State ID) and DC Registration

**Medical & Dental forms** are mandatory this school year so please be mindful in order to complete enrollment we will need these documents submitted.

In the event that you are having trouble accessing the parent portal, the enrollment forms, or you have questions about residency, documentation please contact your school's enrollment specialist. I also included the a video on directions on how to login in to powerschool to access the form for enrollment <https://youtu.be/uMWmeOVS58Y>.

Lamond; Sandra Majano at 202.722.4421  
Tolson; Quincy Jackson at 202.832.7370

Thank you in advance for your commitment and support of our efforts to provide your scholar(s) with the best educational experience.

Respectfully,

Principal Pela and Principal Stone  
**Hope Community Public Charter School**