



March 6, 2018

Dear Parents of Rising 1<sup>st</sup> – 12<sup>th</sup> Graders:

Re-enrollment for the 2018 – 2019 School Year is just around the corner! Please read important information below regarding the Re-enrollment Process, and please adhere to all dates and deadlines.

### **RISING 1<sup>st</sup> – 12<sup>th</sup> GRADE RE-ENROLLMENT DATE/TIMES**

Re-enrollment for all rising 1<sup>st</sup> – 12<sup>th</sup> graders for the 2018 – 2019 School Year is scheduled for the following dates and times:

**March 19 – 23, 2018 (Location: Practice Gym – JA/SA Campus)**

**March 26 – 30, 2018 (Location: Elementary Academy Media Center)**

On-site Re-enrollment hours for both weeks are:

**8:00am-4:00 pm      Monday, Wednesday and Friday**

**8:00am-6:00 pm      Tuesday and Thursday**

### **IMPORTANT CHANGES TO THIS YEAR'S RE-ENROLLMENT PROCESS**

For improved efficiency, the following changes are being implemented:

- Parents/Guardians may re-enroll all children at one time, regardless of the children's grade or academy, during onsite re-enrollment dates/times. (For example, parents/guardians who have a child currently enrolled at the Elementary Academy can also re-enroll their Junior and Senior Academy children at the same time.)
- All re-enrollment forms must be submitted online.
- No paper re-enrollment forms will be accepted.

### **HOW TO RE-ENROLL**

**Re-enrollment for the 2018 – 2019 school year is a three-step process. The three steps are outlined below:**

#### **Step 1: Complete the Online Re-enrollment Form**

Parents/Guardians planning to re-enroll their rising 1<sup>st</sup> – 12<sup>th</sup> grader(s) for the 2018 – 2019 school year must complete and submit an electronic, online re-enrollment form for each child.

**The form will be available on the Drew website** (under the Enrollment Tab, in the *Re-Enrollment for Rising 1<sup>st</sup> – 12<sup>th</sup> Graders* sub-tab) **starting March 16, 2018**. The form must be completed online using any personal computer or electronic device. The form can be completed at home (or at any other location) or can be completed at Drew during on-site re-enrollment.

## **Step 2: On-site Document Verification and Submission**

Parents/Guardians must come onsite during the above-listed dates/times to provide Proof of Residence (and any other applicable) documents in person.

A **2018 – 2019 Re-enrollment Proof of Residence Checklist**, which outlines proof of residence (and any other applicable) documents that must be submitted during on-site re-enrollment, will be posted on Drew's website under the *Enrollment Tab* for viewing and downloading. Be sure to review the Checklist prior to coming onsite to ensure you bring proper documents.

### **Helpful Tips for On-site Re-enrollment:**

- **Photocopied proof of residence documents will not be accepted.** *If you do not bring **original** proof of residence documents with you, you will need to use a computer onsite to pull up and print residency documents (i.e. Georgia Power bills, utility bills, mortgage statements, credit card statements, etc.) Be sure to bring login and password information needed to access your online accounts, and allow ample time to log into accounts and print.*
- *Computers will be available at the onsite re-enrollment location during the re-enrollment period for use, if needed.*
- *All proof of residence documents must be submitted at the same time. Partial submission of documents will not be accepted.*

### **Step 3: Verification of Documents:**

*Your re-enrollment will not be considered complete until submitted documents have been verified by Drew staff. Following verification, a letter will be mailed indicating final re-enrollment status.*

**Please be reminded that all current Drew Charter School students are required to re-enroll during the re-enrollment period in order to return to Drew next year. If you do not re-enroll your child, your child's seat for the 2018 – 2019 school year may be forfeited.**

We look forward to receiving your child's re-enrollment form and seeing you onsite during the re-enrollment period. In the meantime, if you have questions about the re-enrollment process, please contact the Enrollment Team at 404-450-0567 or via email at [admissions@drewcharterschool.org](mailto:admissions@drewcharterschool.org).