



## 2022-2023 Re-Enrollment In-Person Document Submission

As a part of re-enrollment for the 2022-2023 school year, rising 6<sup>th</sup> and 9<sup>th</sup> graders, along with anyone who needs an address update is required to submit [current proof-of-residency documents](#). There is an option to upload these documents electronically when completing the online re-enrollment form. **While online submission is strongly encouraged, Drew staff will be available the following days at the Junior/Senior Academy between 8 a.m. and 4 p.m. on Monday, March 14 through Friday, March 18 for any family that prefers to submit hardcopy documents in person:**

Please note the following instructions:

- We will be collecting documents outside at the front of the Junior/Senior Academy by the main entrance. If there is no one at the table when you arrive, please ring the bell to ask for assistance or call 404-450-0567.
- You may park on the curb by the Black Lives Matters mural opposite the fire lane.
- **You MUST wear a mask at all times while outside of your vehicle.**
- Place your documents on the table so each can be easily photographed.
- A member of Drew staff will take a photo of each of your documents to upload to your student's records folder. Note: A Drew Charter School iPad will be used to take the photos. Once uploaded to your student's record, all photos will be permanently deleted from the device.
- Drew staff will follow up with you via email/text with your student's final re-enrollment status.

**Your student's continued enrollment at Drew is dependent on successful submission of all required documents. If all documents are not received by 4 p.m. on March 18, 2022, your student will forfeit their seat for the 2022-2023 school year. Please carefully review the [Re-enrollment Checklist](#) which outlines all document requirements.**

If you have a question or concern, contact us at [enrollment@drewcharterschool.org](mailto:enrollment@drewcharterschool.org) or 404-450-0567.