



2022-2023 NEW STUDENT DOCUMENT SUBMISSION INSTRUCTIONS

If your student is admitted to Drew Charter School, you must formally accept the offer by completing the following two steps by 1 p.m. on May 20th. Failure to do so will result in forfeiture of your student's seat:

- 1) **Complete the Online Enrollment Form.** The link to this form is included in your student's acceptance email.
- 2) **Submit All Required Documents from the Enrollment Checklist.** As a part of the enrollment process, new students are required to submit all proof-of-residency documents and vital documents outlined in the [Enrollment Checklist](#).

This year, as we continue to navigate the Covid-19 pandemic, we have adjusted our document collection process. **The parent/guardian of all new-to-Drew* students must submit required proof-of-residency and vital documents at the school during the In-Person Enrollment Window between May 16th and 20th.** To limit the number of people on campus at any given time, you must sign up for an in-person document submission appointment in advance using the link below. If you are enrolling more than one new student, only one appointment is needed per family.

In-person document submission sign-up: <http://tinyAPS.com/?2223DrewEnroll>

Please sign up for an appointment as soon as possible as spaces are limited and all documents MUST be submitted ahead of 1 p.m. on May 20th.

On the date and time of your appointment, please report to the main entrance of the **Yates Campus (Junior/Senior Academy) at 300 Eva Davis Way**. You may enter campus from 2nd Avenue and park in the main parking lot on the left. Once outside the main entrance, please sign in and a Drew staff member will escort you inside to complete your student's enrollment.

You MUST wear a mask at all times while inside the building. Since school is still in session, we have limited appointment times to avoid drop-off and pick-up times for our current students.

Please complete the online enrollment form ahead of your appointment and bring all required documents outlined in the [Enrollment Checklist](#). We will make copies of each document for your student's records folder. There will be computers and a printer available should you need to use one, but *please* make every effort to have everything ready ahead of time to make the process go as quickly as possible.

In-Person Document Submission Exceptions

**Rising kindergartners who are currently enrolled in Drew's Pre-K (Cox Pre-K Program) and Drew staff students are not required to submit documents in person and will be prompted to upload required documents when completing their online enrollment form. Should these parent/guardians prefer to submit documents in person, they may sign up for an in-person document submission appointment and indicate this on their online enrollment form.*

Please contact us at enrollment@drewcharterschool.org or 404-450-0567 with any questions.