E.L. Haynes SY 2026-27
New Student Enrollment Guide

We are so excited that you will be joining us for the 2026-2027 School Year! See below for instructions on how to enroll your student before the deadline on May 1, 2026. Enroll by May 1 to secure your spot.

Please note that this process is for students who matched with E.L. Haynes through the My School DC common lottery, whether or not they have a sibling who currently attends E.L. Haynes. If you are re-enrolling your student at E.L. Haynes, click here.

Step 1: Schedule Your Enrollment Appointment (Optional)

Every new family is encouraged to make a one-hour phone or online appointment with one of our team members to complete enrollment. You can call, email, or use the links provided to contact your school's lead enrollment coordinator.

Elementary School *(Pre-K3 - 5th Grade)*	Middle School *(6th - 8th Grade)*	High School *(9th - 12th Grade)*
Georgina Palma 202-667-4446 x1035 click here to schedule gpalma@elhaynes.org	**Asim Wahid** 202-667-4446 x 1000 click here to schedule awahid@elhaynes.org	**Gloria Echeverria** 202-667-4446 x2001 click here to schedule gecheverria@elhaynes.org **Jose Castillo** 202-667-4446 x3000 click here to schedule jcastillo@elhaynes.org

Step 2: Complete Online Registration

We use our student information system, Infinite Campus, to complete online registration. This process must be completed before your enrollment appointment. You will need access to an email address that you can use to receive and send messages.

1. Click here to begin. The online form will ask for your name, basic information, and a working email address. After submitting the form, you will receive an email with a link to complete the rest of your online registration.
2. Using the link provided, follow the prompts to finish registration.
3. Make sure you click "Submit" on the online form.

If you have any questions, please contact your school's lead enrollment coordinator.

Step 3: Gather All Required Documents

Before your scheduled appointment, make sure you collect all of the required documents. Gathering them ahead of time will make your enrollment process easier.

- Residency proof document(s) (click here for more information)
- Health and dental forms (click here for more information)
  - DC Laws require certain immunizations for students.
  - Click here to find a provider for all other required immunizations.
- Birth certificate (click here for more information)
- 9th Graders only: Begin gathering your Q3 report card and IEP / 504 documentation (if applicable)

Step 4: Meet with Your Enrollment Coordinator

Meet with your enrollment coordinator during your scheduled time. During the appointment, the enrollment coordinator will:

- Review your online registration.
- Go over all of your required documents.
- Send you an electronic copy of your DC Residency Verification Form to sign electronically during the meeting. (You will need an internet-connected device like a computer, phone, or tablet, to e-sign the document.)

Questions? Please contact your school's lead enrollment coordinator, or call our front desk at 202-667-4446. We have bilingual staff ready to speak with you!

ENROLLMENT TO-DO LIST FOR NEW FAMILIES

- ☐ Schedule your enrollment appointment (optional)
- ☐ Complete online registration via Infinite Campus
- ☐ Gather all of your required documents
  - ☐ Proof of residency
  - ☐ Health and dental forms - must be from within 1 year of enrollment
  - ☐ Birth certificate
  - ☐ New 9th graders only: Begin gathering your Q3 report card and IEP / 504 documentation, if applicable
- ☐ Meet with your enrollment coordinator