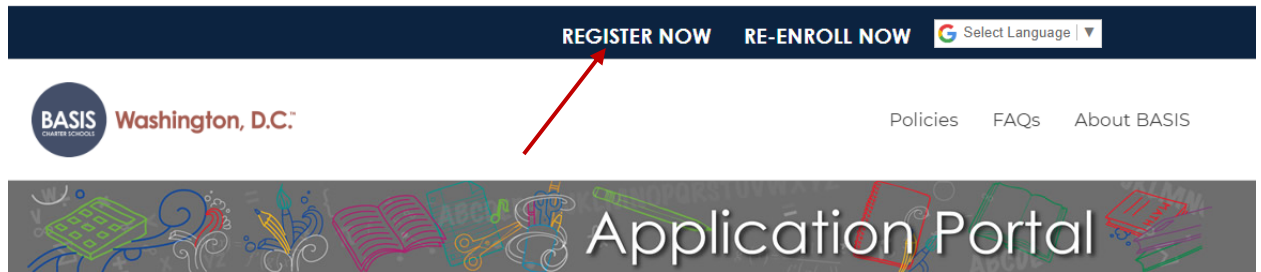


BASIS Washington, D.C. Online Registration Instructions

LOGGING INTO YOUR ONLINE ENROLLMENT ACCOUNT (FIRST TIME USERS):

- Visit <https://apply.bdcschools.org/apply/>
- Click on the REGISTER NOW button at the top of the page.



Already Applied?

Email:

Password:

Login

If you have already started an application, please login to your account to continue.

[Forgot your password?](#)

Welcome to the BASIS Washington, D.C. Online Registration System

Newly Matched Applicants:

Click on the **REGISTER NOW** button above to start the online registration process. New student registration will begin after the My School DC lottery results are announced on **March 27, 2020**.

Current BASIS DC Students:

Click on the **RE-ENROLL NOW** button above to complete the required online re-enrollment survey. The re-enrollment survey will be available on **Wednesday, February 19, 2020** and must be completed no later than **Friday, March 27, 2020**.

- ENTER YOUR EMAIL. Enter the same email you used to create your *My School DC* application on the left. Do not create a new account on the right.
- Click on the FORGOT YOUR PASSWORD link (below the LOGIN button)

Login

If you have already created an account please login to your account to continue:

Email:

Password:

Login

[Forgot your password?](#)

If you do NOT have an account please create an account using the form below:

Guardian First Name:

Guardian Last Name:

Guardian Email:

Confirm Email:

Password:

Confirm Password:

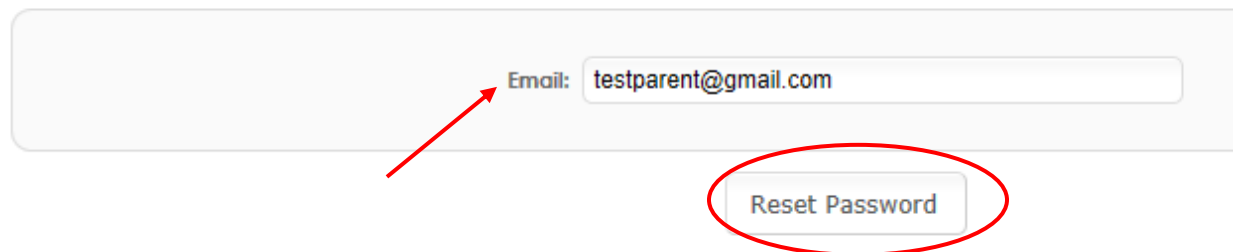
☐ Would you like to add a second parent/guardian to your account?

Create Account

- Enter your email address and click on the RESET PASSWORD button to create your password.
- You will receive an email allowing you to create a password. You need to do this only the first time you log into the system.

Forgot Password Help

Enter your email address below and we will email you instructions to reset your password.

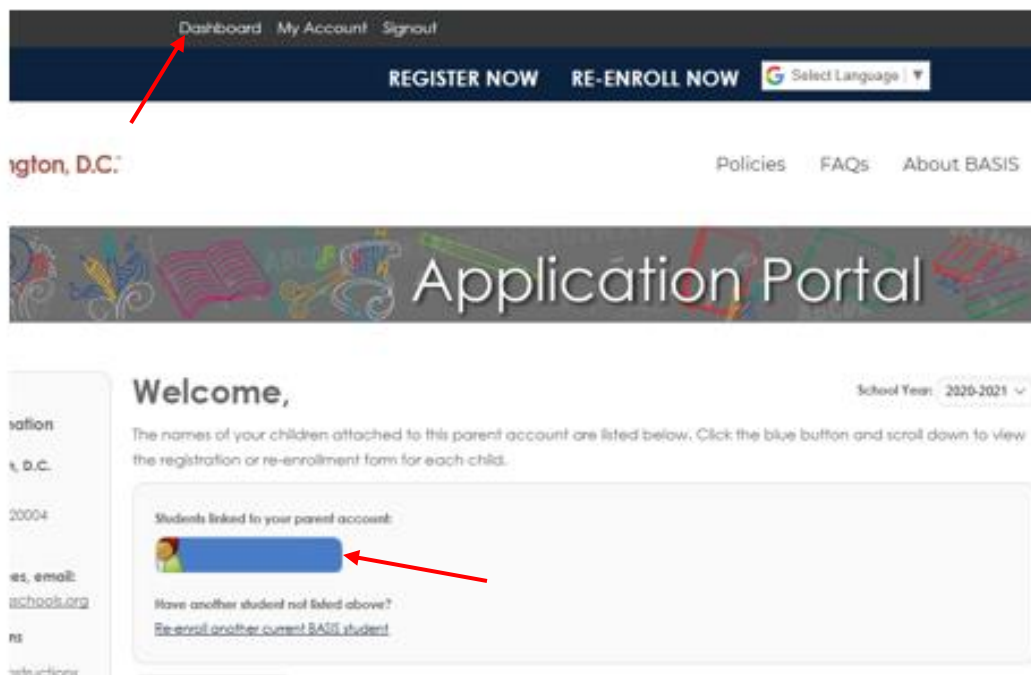


Email:

[Reset Password](#)

ACCEPTING OR DECLINING YOUR SEAT:

- LOG into your account with your EMAIL and new PASSWORD.
- Click on your DASHBOARD at the top of your screen.
- You will see your student's name in a blue box.



Dashboard My Account Signout

REGISTER NOW RE-ENROLL NOW [Select Language](#)


ington, D.C. Policies FAQs About BASIS

Application Portal

Welcome, School Year: 2020-2021

The names of your children attached to this parent account are listed below. Click the blue button and scroll down to view the registration or re-enrollment form for each child.

Students linked to your parent account:

 [\[Blue Button\]](#)

Have another student not listed above?
[Re-enroll another current BASIS student](#)

- SCROLL DOWN to see your student's offer status.
- To Accept click on the ACCEPT SEAT button.
- To Decline click on the DECLINE SEAT button.

Have another student not listed above?
[Re-enroll another current BASIS student](#)

Applications

Your child's enrollment status at BASIS Washington, D.C. is shown below.

1. [BASIS Washington, D.C. - Grade: 5](#) Edit

Status:	Submitted
Lottery Placement:	SEAT OFFERED

To **ACCEPT** your seat:

1. Click on the ACCEPT button
2. Complete the registration process (once you accept your seat, you will be redirected to the registration process)

To **DECLINE** your seat, click on the DECLINE button.

Accept Seat Decline Seat

COMPLETING THE ONLINE REGISTRATION PROCESS:

- If you accept you will be redirected to the online REGISTRATION process.
- Review and agree to the Requirements and Policies.

The following screens will guide you through the registration process for **BASIS Washington, D.C.**

Requirements & Policies

I.1 *I have read and agree to the [Requirements & Policies](#)

☒ I Agree

Continue to Registration

- Continue with completing the Online Registration form questions.

Student Information

To begin the enrollment process, please provide us with information about the student.

1.1	*Student's Legal First Name:	TEST1
1.2	Student's Legal Middle Name:	
1.3	*Student's Legal Last Name:	STUDENT
1.4	Suffix:	Choose One ▼
1.5	*Current Grade Level:	4 ▼ For the 2019-2020 School Year
1.6	*Entering Grade Level:	5 ▼ For the 2020-2021 School Year

- Once you have completed all of the information you will be asked to Review and Submit the form.
- Scroll down to review all of the information and you can click on "Edit" to the right of any section to make changes.

Review and Submit

Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments.

PLEASE NOTE: Your registration packet is NOT YET submitted. To SUBMIT, scroll to the bottom of this page and click on the SUBMIT NOW button.

Student Information

[Edit](#)

1.1	Student's Legal First Name	I
1.2	Student's Legal Middle Name:	
1.3	Student's Legal Last Name	JA

- Once you have reviewed everything, click on "Submit Now" at the bottom.

[<< Back](#)
[Submit Now >>](#)

[I Want to Finish Later](#)

- You will be redirected to a confirmation page with next steps for the registration process.

Thank you for completing the online registration process for _____ for grade 5 at BASIS Washington, D.C.!

IMPORTANT NEXT STEPS - IN-PERSON REGISTRATION

In order to ensure that your student's files are complete, you must:

1. Print the completed registration packet (use 'Print Registration' button on your Dashboard),

- You will also receive a confirmation email with further instructions.

If you need further assistance with the online registration form, please email the BASIS.ed Enrollment Department at: enrollment@basisschools.org. Thank you!