DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

DC PUBLIC SCHOOLS

POLICY PALOOZA

Policies and Requirements for DCPS School Program Providers

DCPS Partnerships Team
January 2026

Agenda

I. **Objectives**

II. DCPS School Partnerships Team

III. Review of School Program Provider Requirements

IV. Deep Dive into DCPS Policies and Procedures

V. Summer 2026 Building Use Preview

VI. Systems and Resources

VII. DCPS Partnerships Team Contact Information

Today's Objectives

- ✓ Review core requirements for School Program Providers (SPPs)

- ✓ Discuss policies and procedures related to student safety, equitable access to programming, and other important topics

- ✓ Answer any outstanding questions

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Office of External Affairs: Partnerships Team

Aims to build the capacity of Central Services, school administrators, and teachers to ensure partners, schools, and DCPS Central Services maximize the impact of their partnerships on key organizational goals and priorities.

Kera Tyler

Chief, External Affairs

Abby Cohen

Director, Partnerships

Katie Williams

Coordinator, Partnerships and Donations

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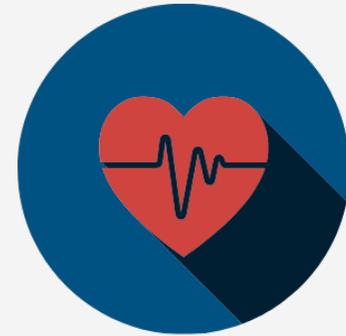
What is a School Program Provider?

An SPP is an organization that...

Provides its own programming to DCPS students
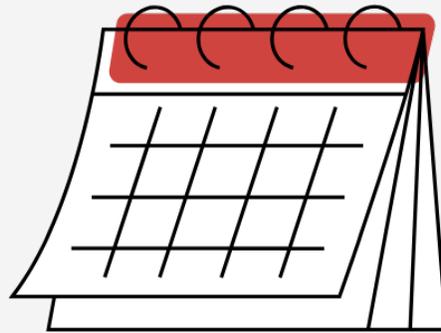
Works with students 3+ times per school year

Is NOT a health or mental health provider*

*Groups that provide health services or screenings (including physical/mental health or programs for expectant/parenting students) have a separate application process

Requirements for School Program Providers

1 **Register as an SPP** in the Partnerships Database

2 **Partner with a school or Central Services Team**

3 **Obtain a formal agreement** (MOA, PO, or contract) with DCPS

4 **Have all staff and volunteers cleared by DCPS** (no other clearances are sufficient, including DCHR)

5 **Enter into a Facilities Use Agreement** with the Department of General Services (DGS) *(if using a DCPS facility outside of regular hours)* *

6 **Obtain an annual donation agreement** *(if providing free programming)**

*Step 5 and Step 6 are only required if operating outside of regular school hours or providing free programming, respectively.
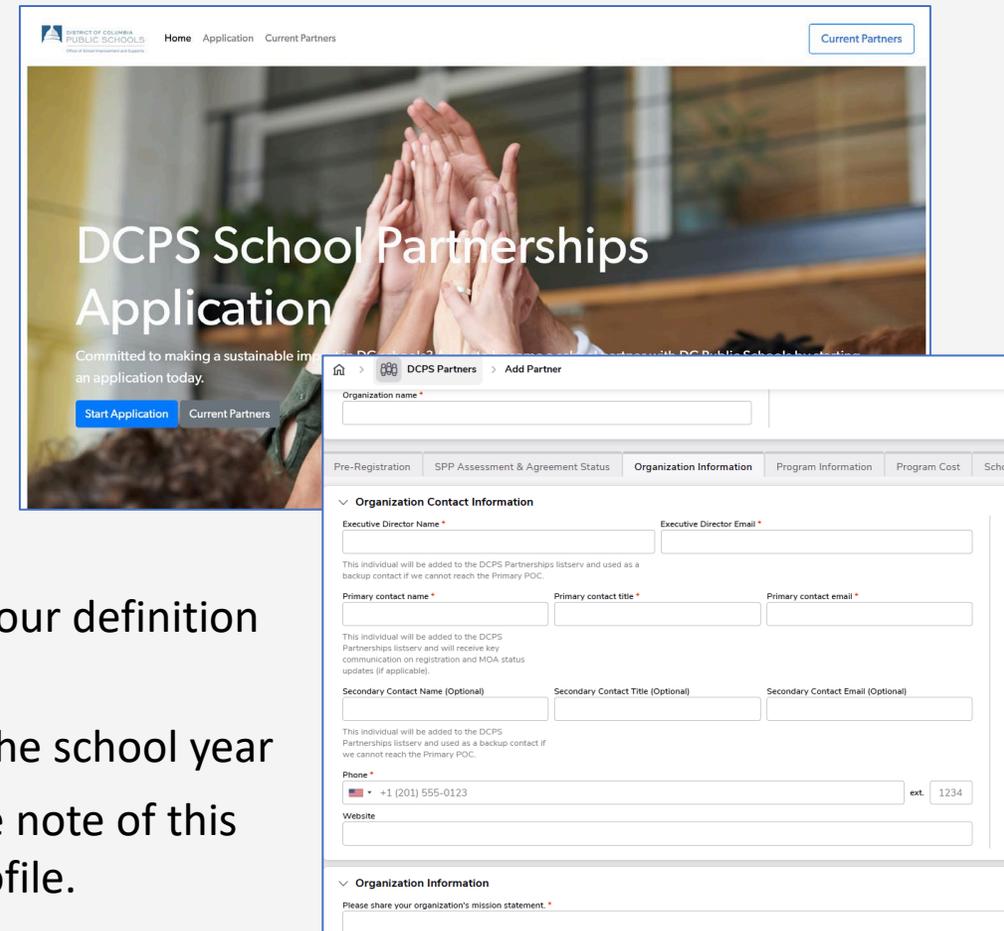
1. Register as a School Program Provider (SPP)

Why do organizations need to register as SPPs?

- Provides opportunity for SPPs to share information about their program with schools

- Ensures all SPPs are aware of DCPS policies and requirements (clearances, insurance, etc.) each year

- Allows schools to search for and keep record of partnerships

How does the registration process work?

- SPPs register online through the DCPS Partnerships database

- Applications are reviewed monthly to ensure organizations meet our definition of an SPP and are aligned with our DCPS mission and values

- SPPs need to re-confirm their registration each summer prior to the school year

- **NOTE:** When registering, you will receive a Partner ID. Please take note of this number as it will allow you to access and update your partner profile.

2. Partner with a School or Central Services Team

- **Reach out to a school that is in your neighborhood.** One of the best connections you can make with a school is to show your connection to the community.

- **Email principals** in schools with whom you are interested in partnering to discuss your program and its benefits to students. Review the school's [Comprehensive School Plan (CSP)](#) to learn more about their priorities for the year.

- **Reach out to the Partnerships Team** to see if there are any specific needs that your programming may address.

- **Contact the relevant Central Services content team** and demonstrate how your program is aligned with [DCPS' strategic priorities](#).

Check out our website for more guidance and resources for developing a partnership:
www.dcpspartnerships.com/partner

3. Obtain a Formal Partnership Agreement with DCPS

Memorandum of Agreement (MOA)

- Registered SPPs can check their agreement status on their profile in the Partnerships database
- MOA expiration dates are typically set to the August prior to the expiration date of the MOA

Purchase Order (PO)/Contract

- Log in to your profile on the DC Vendor Portal
- Unlike MOAs, POs expire at the end of each fiscal year (9/30/XX)
- Reach out to your school or Central Services point of contact for information
- POs are managed by the DCPS Office of Contracts and Acquisitions (dcpsoca.inquiries@k12.dc.gov)

3. Obtain a Formal Partnership Agreement with DCPS

MOAs can take upwards of 90 days to finalize. If your MOA is set to expire soon, please begin the renewal process as soon as possible!

**Principals are not allowed to sign agreements with SPPs.
They must be signed by the Chancellor or Contracting Officer.**

4. DCPS Clearance Process - Overview

Screening	Contractor / Program Provider	Volunteer, (Unsupervised / Supervised)
Fingerprints*	✓	✓
TB Test*	*If needed*	*If needed*
SOR check	✓	✓
Drug test*	✓	X

Submitting the DCPS clearance application will initiate these two checks

* Requires an additional step be taken by the applicant to complete

Click here!

DCPS Clearance Application

4. DCPS Clearance Process - Overview

Partners MUST ensure that all staff and volunteers have valid DCPS clearances for the duration of their services.

FAILURE TO ENFORCE THIS REQUIREMENT COULD RESULT IN PROGRAM DISRUPTIONS OR MOA TERMINATION.

Click here!

DCPS Clearance Application

5. Facilities Use Agreements

All SPPs using DCPS space <u>outside of regular school hours </u>must submit an Application to Use Facilities to the Department of General Services (DGS) Realty Office <u>at least 20 business days</u> before use.

- Applications must be **signed by the principal.**

- Applications should be emailed to <u>Realty.Applications@dc.gov</u> by the requesting org. **Please copy <u>DCPS.BUA@k12.dc.gov</u> when you submit your initial application to DGS.**

- DGS will ask for a Certificate of Insurance (COI) with DC Government listed as the insured.

- Depending on several factors, SPPs might be charged fees for rent, security and/or custodial overtime.

- **Applications are due 20 days prior to the start of services. For summer building use, the deadline is April 24.**

Click here!

Visit dcpspartnerships.com/facilities-use-agreement for more info.

OVERVIEW OF DCPS SCHOOL PROGRAM PROVIDER REQUIREMENTS

	STEP	WHEN IS IT REQUIRED?	RENEWAL	RESOURCE	POINT OF CONTACT
1	Register as School Program Provider	Always	Annually: You will be asked to reconfirm your registration before each school year.	dcpspartnerships.com/register	DCPS.Partnerships@k12.dc.gov
2	Partner with a school or Central Services team	Always	Annually: You should confirm each school year that the school or Central Services team would like to continue the partnership.	dcpspartnerships.com/partner	School or Central Services POC
3	Obtain a formal agreement with DCPS	Always	Purchase Order (PO): Expires at the end of each fiscal year (9/30/XX), unless stated otherwise. Memorandum of Agreement (MOA): 5 years, unless stated otherwise.	dcpspartnerships.com/register	DCPS.Partnerships@k12.dc.gov
4	Have all staff and volunteers cleared by DCPS	Always	Every two years: DCPS clearances are valid for 2 years.	dcpspartnerships.com/clearances	DCPS.Clearance@k12.dc.gov
5	Enter into a Building Use Agreement with DGS	If operating outside of regular school hours	Annually, unless stated otherwise.	dcpspartnerships.com/facilities-use-agreement	Realty.Applications@dc.gov
6	Obtain an annual donation agreement	If providing free services or materials	Annually, unless stated otherwise.	dcpspartnerships.com/donations	DCPS.Partnerships@k12.dc.gov

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Student Safety

Mandated Reporter Training

All DCPS employees and contractors working with students are required to take the Mandated Reporter training. We also strongly encourage volunteers to complete the training.

Individual persons must complete the [Child and Family Services Agency's Self Training](#) and will receive a certificate upon completion.

What Are We Mandated to Report?

- **Mental Injury**: Harm to a child's psychological or intellectual functioning
  - Examples: threats, verbal abuse, excessive demands on performance
  - Signs: continual self-deprecation, overreaction to mistakes
- **Physical Abuse**: Non-accidental physical harm or threatened harm
- **Physical Assault**: Physical contact without consent (not as a result from fights or bullying)
  - Signs: recurring bruises, behavioral extremes, inappropriate clothing
- **Neglect**: Failure to provide food, shelter, clothing, medical care, education
  - Examples: burns after playing with gas stove, injury not being treated
  - Signs: consistently poor hygiene, inappropriate dress for weather

- **Sexual Abuse:** Sexual contact or penetration
- **Sexual Exploitation:** Allowing for prostitution or depiction in a sexual act
- **Sexual Assault:** Illegal sexual contact on someone incapable of consenting
  - Examples: fondling genitals, penile/digital penetration, exposure to pornography, inadequate/inappropriate supervision of a child's voluntary sexual activities
  - Signs: sexualized behavior, mouth/genital lesions, missing certain classes
- **Exposure to Domestic Violence**
- **Exposure to Drug-Related Activity:** Ingestion of or exposure to illegal drugs
- **Injury by bullet, knife, or other sharp object within the home environment**

Incident Reporting Protocol

If an incident regarding the behavior, safety, or health of any DCPS student and/or any provider personnel occurs during programming, the process below must be followed.

1. If the incident involves suspected abuse or neglect of a child, immediately report to:
   - Child and Family Services Agency (CFSA): 202-671-SAFE
   - Metropolitan Police Department (MPD): notify School Resource Officer or by calling MPD's Youth Division at (202-576-6768).
2. Alert school-based point-of-contact (Principal, Assistant Principal, M/DSL).
3. Submit report via Central Services' incident reporting form.
4. Alert the point of contact in your DCPS agreement, most likely DCPS.Partnerships@k12.dc.gov.

What to Report and When?

Tier 1	
Emergency Incident Type	**Expected Timeframe for Reporting**
Active shooter on school property	The expectation is that you report this immediately: 1.If an emergency, contact the Metropolitan Police Department (MPD)/Fire & Emergency Services by calling 911. 2. Alert the school's principal. 3. Alert the DCPS Partnerships Team.
Active shooter in neighborhood	
Alleged Staff/Student Misconduct	
Bomb threat	
Facilities disruption (power outage, gas leak, water, HVAC, animal (non-rodent)	
Fire/smoke	
Hazardous spill or release	
Intruder	
Improper Release	
Missing Person	
Police Activity in Neighborhood	
Police Activity on School Property	
Student/staff death	
Weapon on school grounds	

Tier 2	
Non-Emergency Incident Type	**Expected Timeframe for Reporting**
Child(ren) Left Unsupervised	The expected turnaround time for incident entry for non-emergency incidents is 24 – 48 hours after the incident occurs. Follow reporting requirements outline on slide 18.
Damage/Destruction Vandalism	
Fight/Physical Altercation	
Gang Activities	
Medical Emergency (911 Called)	
Mental Health Crisis	
Parent Issue/Disruption	
Possession or Use of Illegal Substance	
Student/Staff Health or Injury	
Suspected Child Abuse or Neglect**	
Theft of Property	
Violent Act or Threat of Harm	

Incident Report Form

˅ Incident Report Form: School Program Providers

In the occasion that an incident involving the behavior, safety, or health of any DCPS student and/or any provider personnel occurs during programming, partners must report it to:

1. If the incident involves suspected abuse or neglect of a child, report to Child and Family Services Agency (CFSA) at 202-671-7233 **and** MPD by notifying the School Resource Officer (SRO) or by calling MPD's Youth Division at (202-576-6768).
2. School-based point-of-contact (most likely the school's principal)
3. DCPS Central Services via this Incident Reporting Form
4. The point of contact in their DCPS agreement (either a memorandum of agreement or purchase order/contract). If you are unsure, please reach out to DCPS.Partnerships@k12.dc.gov.

Failure to follow this procedure could result in the termination of your partnership agreement.

˅ Contact Information

Name of Individual Submitting Form *

Title of Individual Submitting Form *

Email of Individual Submitting Form *

Phone Number of Individual Submitting Form *

🇺🇸 ▾ +1 (201) 555-0123   ext. 1234

˅ Incident Details

Name of School Program Provider *

Search and select   🔍 | ˅

This is your organization's name. If you do not see your organization listed, please contact DCPS.Partnerships@k12.dc.gov.

Name of DCPS school at which the incident took place *

Date of Incident *

MM-DD-YYYY

Description of Incident (only use student initials, no names) *

Please provide as much detail as possible in your description.

Name of Witnesses (If Any)

Name of the DCPS School-Based Staff Notified of the Incident *

What follow up has occurred in response to this incident?

If the incident involves suspected abuse or neglect of a child, you must report to Child and Family Services Agency (CFSA) at 202-671-7233 **and** MPD by notifying the School Resource Officer (SRO) or by calling MPD's Youth Division at (202-576-6768).

☐ The incident was reported to MPD (if applicable - see above)

☐ CFSA was called (if applicable - see above)

☐ The school was notified

Please include details on any incident follow up that has occurred. *

(E.g. parents were notified, medical attention was received, staffing was adjusted)

District of Columbia Public Schools   1200 First Street NE Washington DC 20002

Student Discipline

- School Program Providers should have a written discipline policy that is shared with families.
- The same behavior expectations and discipline procedures may apply to students with Individualized Education Plans (IEP), Section 504 plans, or with a suspected disability; however, reasonable accommodations must be implemented.
  - The DCPS Accommodations Request process must be exhausted before a student can be permanently removed from the program for the current school year.
  - Any incidents that initiate the program's discipline policy must be reported to the DCPS Partnerships Team (see slide 18).
- If a student is permanently removed from the program, they must have the opportunity to re-join the program in the following school year.

DCPS Field Trip Policy

1. **All DCPS-sponsored field trips must follow DCPS' field trip policy (pp. 5 and 9)**. A trip meeting <u>any</u> of these criteria is considered "DCPS-sponsored" :
    *   The trip is planned, <u>in any part</u>, by a DCPS employee acting in their DCPS capacity or during their DCPS tour of duty;
    *   The trip takes place during the school day; or
    *   The trip is funded, in any way, by DCPS, money donated directly to DCPS, or money collected from students by DCPS.
2. **DCPS-sponsored trips must use a DCPS-approved transportation vendor** regardless of who pays for the transportation.
3. **Parents cannot serve as chaperones on overnight/international field trips (p. 20).**
4. **DCPS Partners must continue to follow the field trip requirements outlined in their DCPS Memorandum of Agreement or contract** when planning any field trip regardless of whether it is DCPS-sponsored.

Questions? Reach out to Field Trip Inbox at dcps.field-trips@k12.dc.gov

DCPS Field Trip Policy

1. **All DCPS-sponsored field trips must follow DCPS' field trip policy (pp. 5 and 9).** A trip meeting any of these crit
   - r DCPS
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   - om

A DCPS employee CAN plan a non-DCPS sponsored field trip but must follow the process outlined on page 9 of the policy.

2. **DC** or the tran

3. **Parents are no longer able to serve as chaperones on overnight/international field trips (p. 20).**

4. **DCPS Partners must continue to follow the field trip requirements outlined in their DCPS Memorandum of Agreement or contract** when planning any field trip regardless of whether it is DCPS-sponsored.

Questions? Reach out to Field Trip Inbox at dcps.field-trips@k12.dc.gov

Approval Process for DCPS-Sponsored Trips

Field Trip Type	Approval Level Required	Items Required in QuickBase App (*school staff member is responsible for entering trip*)
Less than 50 miles (Day trip)	Principal	• Trip details • All paperwork required to be kept on file at the school front office for 2 years.
Greater than 50 miles **OR** overnight trip	Instructional Superintendent	• Trip details • Signed permission slips • Signed chaperone agreement forms • Itinerary • Student Roster
International Trip	Deputy Chancellor	• Educational travel vendor details • All details listed above in >50 miles/overnight trip requirements

DCPS Student Transportation Policy

Students may never be transported in the following types of vehicles/modes of transportation for DCPS-sponsored field trips:

- Personal vehicles operated by DCPS or partner staff;

- 15-passenger vans;

- Ride-sharing services, e.g., Uber, Lyft, or similar; and

- Parents' personal vehicles (including their child or other students).

DCPS Student Transportation Policy

For non-DCPS sponsored field trips, partners must:

- Include the mode of transportation/company being used in their field trip consent form so that families have those details at the time of signing.

- Ensure that the transportation companies they work with are vetted (e.g., drivers are background checked; company has an appropriate business license, etc.).

- Continue to follow the field trip requirements outlined in their DCPS Memorandum of Agreement or contract when planning any field trip regardless of whether it is DCPS-sponsored.

DCPS Elevated Risk Policy

For any event hosted on DCPS property:

- Inflatable attractions that students jump or climb on **are not permitted under any circumstances**. This includes, but is not limited to, bounce houses and obstacle courses.

- Inflatable attractions that students do not jump or climb on (e.g., inflatable bowling, inflatable soccer, or decorative inflatable arches) **are permitted provided they comply with requirements listed in the policy.**

- For all other activities that pose a safety risk beyond what would be expected during a typical school day (e.g., petting zoo, dunk tank, or inflatables that students do not climb in or on):
  - Elevated risk attractions must be rented from vendors. Vendors must meet insurance requirements established by the DC Office of Risk Management (ORM) and DCPS, and a copy of the Certificate of Insurance (COI) must be provided to dcps.orm@k12.dc.gov for review.
  - Schools must collect and keep on file Liability and Waiver Release Forms for each participant, including adults and children who do not attend the school.
  - Vendors must set up the attraction and remain on-site during the event to supervise the attraction.
  - Schools must ensure that attractions are also supervised by a DCPS staff member for the duration of the event (or as long as the attraction is in use).

Equitable Program Access

Before/Afterschool Accommodation Requests

- Students with a qualified disability must be afforded an equal opportunity to participate in extracurricular activities and athletics as their non-disabled peers.

- While the entirety of a student's 504 plan or IEP does not need to be implemented during extracurricular activities, **students have a right to receive any reasonable accommodations they need to participate in DCPS-run or DCPS-sponsored extracurricular activities**, provided that the accommodations do not substantially alter the program or provide undue hardship.

Before/Afterschool Accommodation Requests Cont'd

If a student or family requests an accommodation, please submit it through the DCPS Partnerships [Accommodation Request form](#).

Step 1: Access the Accommodation Request form in the Partnerships Database. You do not need to log in to access and submit the form.

Step 2: Enter the requested information about your organization, the details of the request, and the student's information.

Step 3: DCPS Partnerships Team will follow up to schedule initial meeting with partner and school teams, as necessary.

Click here!

[Accommodation Request Process](#)

Before/Afterschool Accommodation Request Form

→

General Information

Type of Requester *

Select one 🔍 ⌄

Submitter Name *

Please confirm your name

Submitter Email *

Please confirm your email

For individuals submitting on behalf of school: Please ensure you've shared with the partner that this request has been made and include a partner point of contact (POC) below.

For individuals submitting on behalf of partner organization: Please ensure you've shared with the school that this request has been made and include a school point of contact (POC) below.

Partner Organization *

Name of partner organization/program for which accommodation is being requested.

School Name *

Name of school that student attends.

Partner POC First Name * | **Partner POC Last Name** * | **Partner POC Title**

Optional

Partner POC Email

Optional

Partner POC Phone

🇺🇸 ⌄ +1 (201) 555-0123   ext. 1234

Optional

School POC First Name * | **School POC Last Name** * | **School POC Title**

Optional

School POC Email

School POC Phone

🇺🇸 ⌄ +1 (201) 555-0123   ext. 1234

Accommodation Details

Student Initials *

Student Grade Level

Select one 🔍 ⌄

Optional

Type of Accommodation *

Select one or more ⌄

Please select all accommodations that are being requested. If other, please explain below.

If other, please provide a high-level description of the accommodation requested. Please do not paste text directly from student's IEP or 504 plan.

Please describe any relevant details below regarding this request including:

- Who made the request (e.g. parent, teacher, caregiver, etc.)
- Who received the request (partner staff/volunteer, school-based staff, etc.)
- Any relevant historical context around the request (repetitive behavior, safety concerns, specific event, etc.)

Date of Request *

MM-DD-YYYY 📅

Date the request was made.

Administration of Medication

- The administration of medication for qualifying students is considered a reasonable accommodation that must be provided.

- Staff cannot administer any medication to minors without first completing DC Health's Administration of Medication (AOM) training.

- If a qualifying student who needs support taking medication is interested/enrolled in your program, please reach out to the DCPS Partnerships Team for support registering for the next AOM training.

Language Access

DCPS is committed to serving students and families from diverse languages and backgrounds and strives to give families information in a language they understand to ensure equitable access to programs.

Any organization that contracts with the District and interacts with the public is required to comply with the <u>DC Language Access Act</u>.

Visit the <u>DCPS Partnerships website</u> for resources and best practices from the DCPS Language Acquisition Division.

Language Access

- <u>Serving English Learner Students (Fall 2023 Lunch & Learn)</u>
- <u>Guidance for Partner Organizations on Communicating with Limited English Proficient Families</u>
- <u>How to Use Language Line (video)</u>
- <u>Language Line Instructions (one pager)</u>
- <u>Best Practices for Communication Through an Interpreter</u>

Language Line: Free Telephonic Interpretation Services

The DCPS Language Access Unit supports partners' interpretation needs through Language Line, a contracted service offering telephonic interpretation in over 240 languages.

To Use the Language Line:
- Call **1-800-367-9559.**
- Enter Client ID: **511049** (DCPS code).
- Select language (press 0 if you don't know the language).
- Tell the interpreter the name of the school.

Need support with translation services or other resources? Contact the DCPS Language Access Unit

Claudette Monroy
Language Access Manager
Language Acquisition Unit

Claudette.Monroy@k12.dc.gov or
language.access@k12.dc.gov

(202) 868-6508

Office of the State Superintendent of Education (OSSE) Licensure Process

- OSSE licensure is required in two instances:

  1. When an organization operates before and aftercare programming in a non-DCPS building. **Beginning 10/01/2024, programs with a valid DCPS MOA and that operate in a DCPS building are exempt from this licensure requirement; and/or**

  2. When an organization wants to accept OSSE childcare subsidies. **Qualifying families can use their childcare subsidies for before/aftercare programming run by a licensed childcare provider.**

- If you're interested in pursuing licensure, please email dcps.partnerships@k12.dc.gov.

Click here!

OSSE Licensure Information Session Recording

Other Requirements

Planning an Event or Working with Media

If the event will include external guests, media, elected officials, or other VIP visitors:

1. Contact the DCPS Partnerships Team **FIRST**.
2. The DCPS Office of External Affairs will provide approval for the event. *Depending on the event's scale, DCPS is happy to support coordination that elevates and amplifies the great work of our partners and schools.*
3. If you would like media to attend or cover the event:
   - **FIRST**, contact the DCPS Partnerships Team. Please note that media must be chaperoned by a member of the DCPS Press Team.
   - Any media announcements or invitations must be approved **BEFORE** they are published or distributed.
   - The DCPS Press Team and school administration will coordinate a plan to designate students without DCPS media releases. Families should not be asked to sign any other types of releases.
   - If you observe media on site during programming at your school, please contact the DCPS Partnerships Team.
   - *Note: Media pieces involving student interviews must also be flagged for the DCPS Partnerships Team.*

Non-Research Data Requests

To submit a [non-research data request](#), please email dcps.partnerships@k12.dc.gov with the following:

1. Current FERPA release forms for each student whose data you are requesting;
2. A description of the data you're requesting and how it will be used;
3. An excel spreadsheet (NOT google) with the following information:
   - Student Name (column A)
   - Student ID (column B)
   - Current school or previous school for the student you are requesting (column C)
   - One column for each additional piece of data you're requesting (columns D and on).

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Key Dates for Summer 2026

All organizations must have a Building Use Agreement (BUA) with the Department of General Services (DGS) to operate in a school building during the summer unless they are part of a Centrally-managed summer learning program

- **April 24**: Deadline for organizations who are renting DCPS space this summer to submit Application to Use Facilities, **with principal signature**, to the Department of General Services' (DGS) Realty Office.

- **June 22 - July 31**: Window for all summer program operations. Schools will be closed July 3.

Interested in providing PM enrichment programming as part of DCPS K-8 Summer School Programming? Contact the Extended Learning Team (extendedlearningteam@k12.dc.gov). Please note: DCPS will not provide funding for summer enrichment programming.

Key Dates

*All organizations must have a Building Use Agreement (BUA) with the Department

Save-the-Date: Summer Building Use Training

Monday, February 23

1:00 p.m.

In _____ the
Extended Learning Team (_____) Please note DGS will accept no filling for
summer enrichment programming.

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Systems and Resources

DCPS Partnerships Website
DCPSPartnerships.com

- Explore information about partnership and donations policies and resources

School Partnerships Database

- Update your profile
- View your partner agreement status

School Partnership Toolkit

- Norm with your school on important school-level aspects of your partnership

- Examples: *supply storage, communication, student recruitment*

DCPS Resources for Partners

- Find links to these and additional resources/trainings on our website

- *Let us know what else you'd like to see!*

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Questions?

Keep in Touch!

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Katie.Williams@k12.dc.gov

Kera Tyler

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Kera.Tyler@k12.dc.gov

DCPS Partnerships

DCPS.Partnerships@k12.dc.gov

DCPS Clearances

DCPS.Clearance@k12.dc.gov

DCPS Field Trips

DCPS.field-trips@k12.dc.gov

DC Vendor Portal Support

If you have any technical difficulties using the Vendor Portal or uploading an invoice, please contact the DC Vendor Portal Help Desk at (202) 724-4477 or DC Vendor Portal Contact Us.