



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

WE ARE WASHINGTON
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 2025

Agenda

I. Objectives

II. DCPS School Partnerships

III. Requirements for School Program Providers

IV. Policy Updates & Reminders

V. Systems and Resources

VI. DCPS Partnerships Team Contact Information

Today's Objectives

During today's session, we will:

- ✓ Discuss how DCPS works with school partners
- ✓ Share requirements for School Program Providers
- ✓ Review systems and resources
- ✓ Answer any outstanding questions



Agenda

I. Objectives

II. DCPS School Partnerships

III. Requirements for School Program Providers

IV. Policy Updates & Reminders

V. Systems and Resources

VI. DCPS Partnerships Team Contact Information

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 of External Affairs



Sarah Parker

Officer, Engagement and Partnerships



Abby Cohen

**Manager,
Partner Engagement**



Katie Williams

**Coordinator, Partnerships
and Donations**

CAPITAL COMMITMENT

2023-2028

CAPITAL COMMITMENT

2023-2028

ONE

EQUITY IMPERATIVE:

All DCPS students have access to the **tools, support,** and **resources** they need to succeed.

TWO

COMMITMENTS:

Value our people.
Partner with our community.

THREE

STRATEGIC PRIORITIES:



SUCCEEDING
ACADEMICALLY



CONNECTED
TO SCHOOLS



PREPARED FOR
WHAT'S NEXT



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PREPARED FOR
WHAT'S NEXT





STRATEGIC PRIORITY 2:

CONNECTED TO SCHOOLS

WHAT DOES THIS MEAN?

There has never been a more important time to ensure our students are safe and feel they are a valued part of the DCPS community. Student safety and well-being are paramount to a successful educational environment.

To ensure students are connected to schools, DCPS will continue to provide safe, supportive, and culturally affirming learning spaces while prioritizing meaningful relationships among students, families, educators, and our greater community.

WHAT THIS LOOKS LIKE:

- DCPS students are **safe and have a sense of belonging**.
- DCPS students have **equitable access** to opportunities.

Agenda

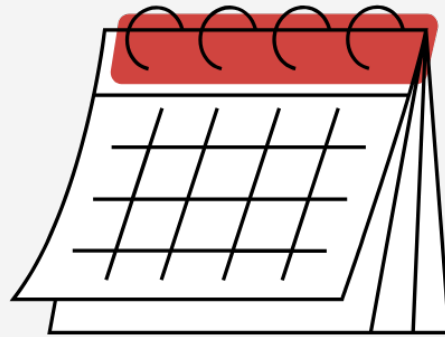
- I. Objectives
- II. DCPS School Partnerships
- III. Requirements for School Program Providers**
- IV. Policy Updates & Reminders
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- VI. DCPS Partnerships Team & Resource Feedback

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

What is a School Program Provider?

Examples of SPPs include...



- Tutoring programs
- Mentoring programs
- Dance class providers
- Aftercare providers



- Field trip opportunities
- Volunteer groups
- Dental health providers
- Curriculum vendors

Requirements for School Program Providers



1
Register as an SPP in the Partnerships Database



2
Partner with a school or Central Services Team



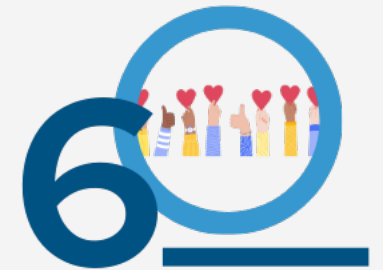
3
Obtain a formal agreement (MOA, PO, or contract) with DCPS



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.

Partnerships Preparedness Checklist

- I am a registered School Program Provider.
- I have partnered with a school(s).
- I have an active agreement with DCPS (Purchase Order or Memorandum of Agreement).
- All of my staff and volunteers have been cleared by the DCPS Clearance Office.
- (If working in DCPS building) I have a Facilities Use Agreement with the Department of General Services for the school(s) in which I'll be operating.
- (If providing free programming to DCPS) I have a donations agreement with DCPS.

Visit dcpspartnerhips.com to see all available resources for SPPs.

WHERE DO I START?

There are a number of steps required to become a DCPS Partner depending on what type of programming you provide and how you provide it to the district. We understand it can be confusing to know where to start! Answer these questions for more information on where to begin.





STEP 1

Register as a school program provider

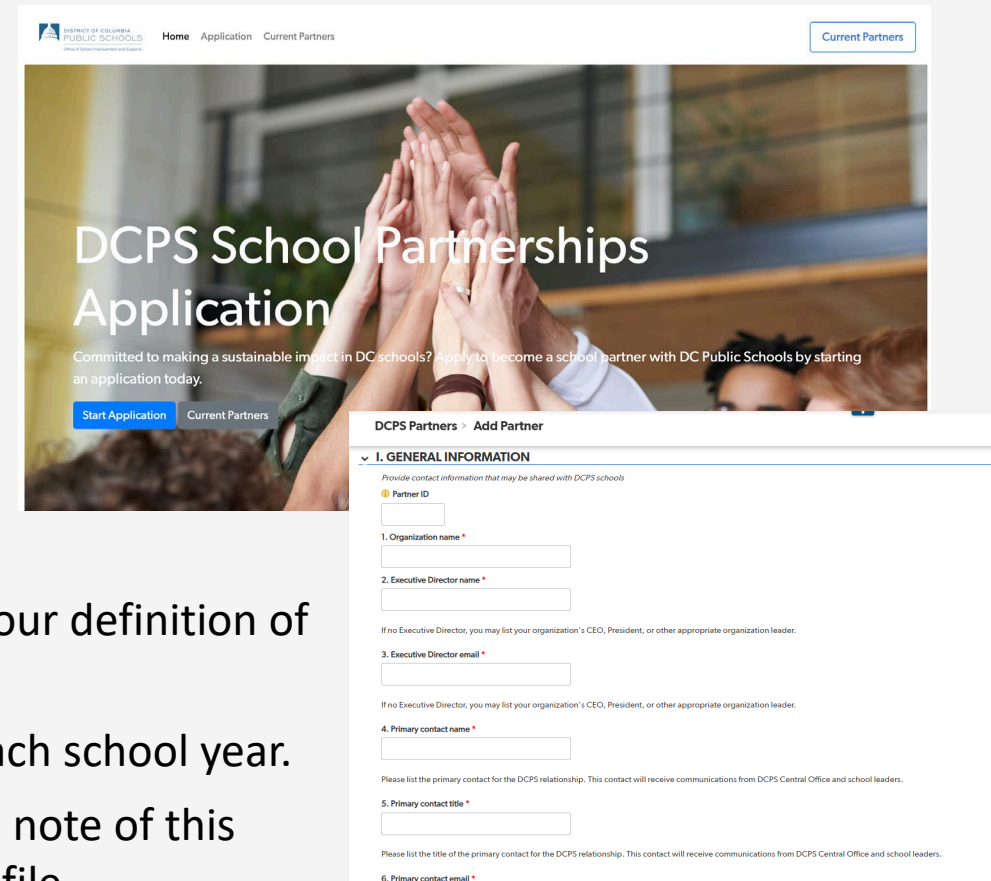
1. Register as a School Program Provider (SPP)

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 requirements (clearances, insurance, etc.) each year.
- Allows schools to keep record of partnerships.

How does the registration process work?

- SPPs register online through our [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 reconfirm their registration each summer prior to each 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.



The image shows a screenshot of the DCPS School Partnerships Application website. The main heading is "DCPS School Partnerships Application" with a sub-heading "Committed to making a sustainable impact in DC schools? Apply to become a school partner with DC Public Schools by starting an application today." There are buttons for "Start Application" and "Current Partners". A "Current Partners" button is also visible in the top right corner of the website header.

Overlaid on the bottom right is a form titled "DCPS Partners - Add Partner". The form is under the section "I. GENERAL INFORMATION" and includes the following fields:

- Partner ID (input field)
- 1. Organization name * (input field)
- 2. Executive Director name * (input field)
- If no Executive Director, you may list your organization's CEO, President, or other appropriate organization leader.
- 3. Executive Director email * (input field)
- If no Executive Director, you may list your organization's CEO, President, or other appropriate organization leader.
- 4. Primary contact name * (input field)
- Please list the primary contact for the DCPS relationship. This contact will receive communications from DCPS Central Office and school leaders.
- 5. Primary contact title * (input field)
- Please list the title of the primary contact for the DCPS relationship. This contact will receive communications from DCPS Central Office and school leaders.
- 6. Primary contact email * (input field)

POP QUIZ!

True or False?

An organization providing health or mental health services is considered a School Program Provider.

POP QUIZ!

True or False?

An organization providing health or mental health services is considered a School Program Provider.

FALSE

Organizations that provide health or mental health services must complete separate applications through the School Mental Health and Health Services teams and should not register as an SPP.



STEP 2

Partner with a school or Central Services team

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



STEP 3

Obtain a formal agreement with DCPS

3. Obtain a Formal Agreement with DCPS

Agreements formalize important aspects of your organization's partnership with DCPS.

MEMORANDUM OF AGREEMENT (MOA)

- For SPPs not charging DCPS for services
 - Programs that are being paid for by a PTO/PTA and not directly by a school also require an MOA with DCPS
- Must be between DCPS and the partner, not the partners and the schools
- Must be signed by the Chancellor, not a school principal
- Includes insurance requirements which must be fulfilled before signing the MOA

PURCHASE ORDER (PO) / CONTRACT

- For School Program Providers who are receiving funding from DCPS for their services
- Typically managed by the school or Central Services program team and issued by the Office of Contracts and Acquisitions (OCA)
- Requirements vary based on the cost of services
- Vendors must be registered in the DC Vendor Portal

See our website for guidance on registering as a DC vendor!

3. Obtain a Formal Agreement with DCPS

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



3.1 Agreements – How can I check if I have a valid one?

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

reactivating your profile.

Agreement Status	MOA Expiration Date
Active MOA on File	08-01-2026

In addition to being registered in the DCPS Partnerships database, all School Program Providers MUST have an ACTIVE agreement (purchase order or MOA) in place with DCPS BEFORE programming can begin.

MOA Status

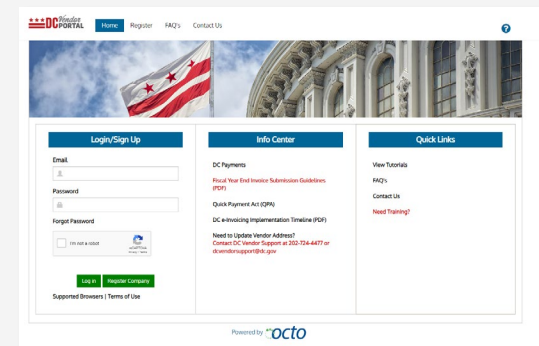
If you have begun the MOA process, the details on the status of your agreement can be seen below. If you need to begin the process, click "Request New MOA". If you have an MOA and need to request a copy, click "Request a copy of MOA".

Request a copy of MOA

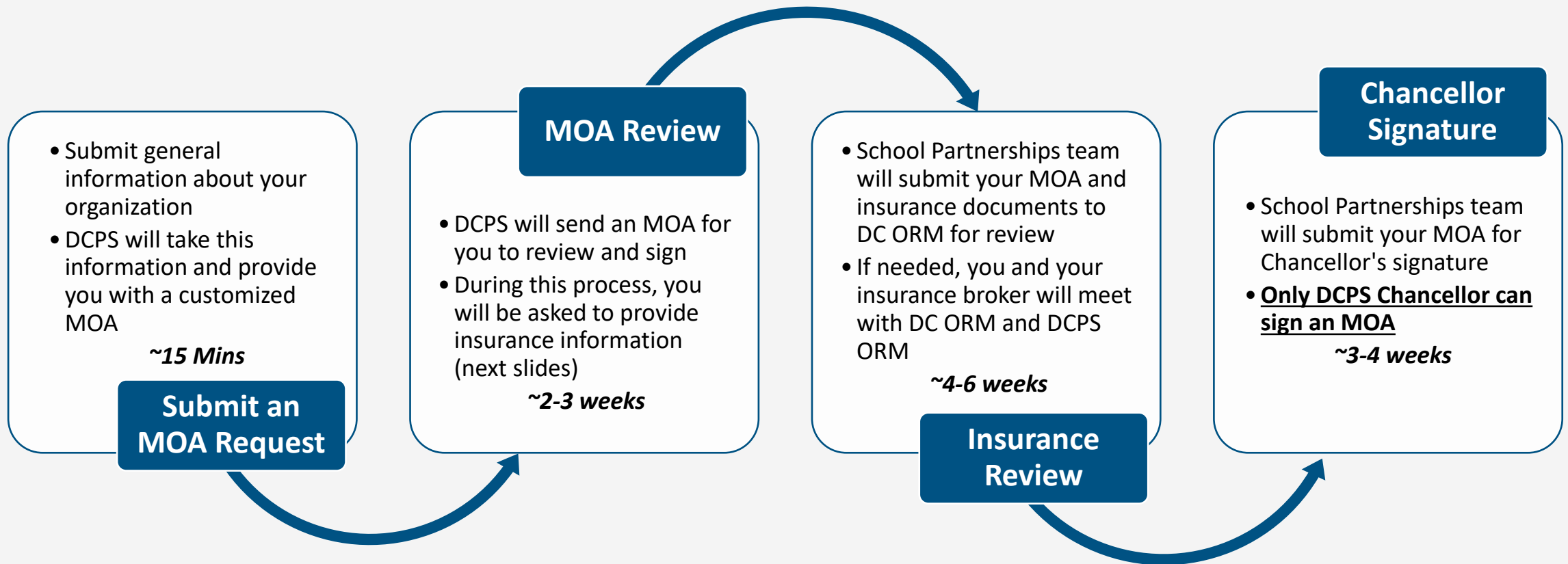
Request new MOA

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)



3.2 Agreements – MOA Timeline



3.2 Agreements – MOA Timeline

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!



3.3 Agreements – MOA Insurance Requirements

The DC Office of Risk Management (DC ORM) will determine insurance requirements based on your organization and the details of your programming. These requirements can vary, but typically include:

- Commercial General Liability Insurance
- Automobile Insurance (if applicable)
- Workers' Compensation/Employer's Liability (if applicable)
- Cyber Liability Insurance (if applicable)
- Umbrella/Excess Liability Insurance
- Sexual Abuse and Molestation (SAM) Insurance

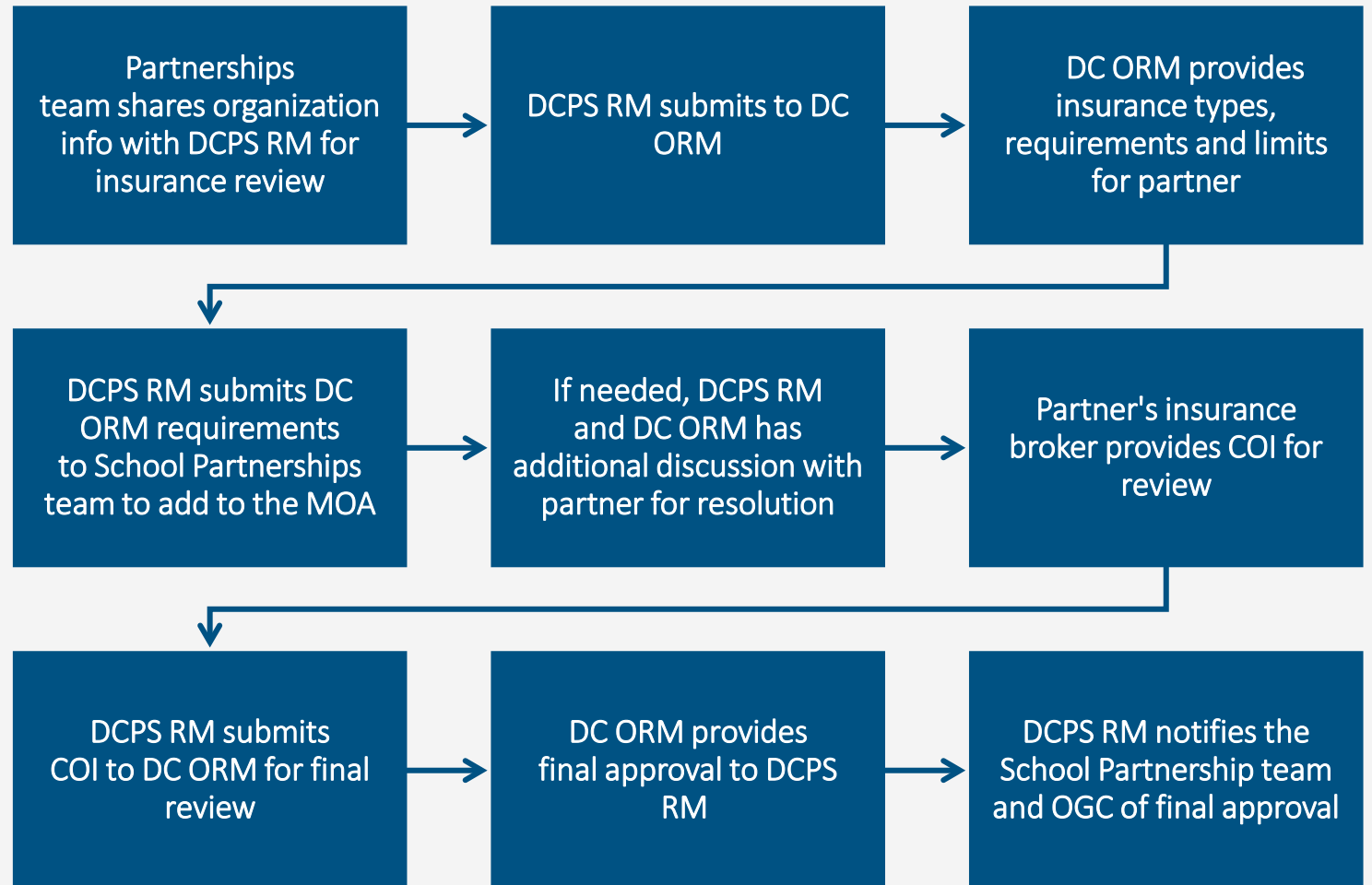
Please note: DCPS does not determine these requirements. Any insurance negotiations must be done through DC ORM. DCPS cannot finalize your agreement before DC ORM confirms all insurance requirements have been met.

3.4 Agreements – MOA Insurance Review Process

This phase involves several steps and requires cross-agency collaboration.

Please work closely with your insurance broker to ensure you are submitting all requested documents to avoid delays.

*For Learn24 Grantees: When requesting an MOA with DCPS, please share the following:
1) your current COI and 2) the email confirmation from Learn24 of insurance compliance to expedite the review process.*



POP QUIZ!

True or False?

The principal at the school in which I'm providing programming should sign my DCPS MOA.

POP QUIZ!

True or False?

The principal at the school in which I'm providing programming should sign my DCPS MOA.

FALSE

Principals are not allowed to sign agreements with SPPs. They must be signed off by the Chancellor (MOA) or Contracting Officer (Purchase Order/Contract).



STEP 4

Have all staff and volunteers cleared by DCPS

4. DCPS Clearance Process - Overview

- DCPS requires all individuals providing services, whether **in-person or virtually**, to complete the **DCPS Clearance** process **PRIOR** to providing services.
- Cleared individuals will receive a DCPS Clearance Letter, which should be kept for their records and provided to their program contact.
- **DCPS clearances are valid for 2 years.**
- DCPS does NOT accept clearances from any other jurisdiction or agency, including DC HR

4. DCPS Clearance Process – Overview Cont'd

Submitting the DCPS clearance application will initiate these two checks

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

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

4.1 Steps for Completing DCPS Clearance Process – Contractors/Providers (UPDATED)

Definition: Individuals providing services to DCPS students, schools, and/or offices and receiving compensation for said services, either by DCPS or through a partner organization

1. Submit your DCPS Clearance Application

- This application initiates multiple components including:
 - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
 - Sex Offender Registry Screening
- **SOR Results: 3-5 business days**

2. Set up your Application Station Account*

- Within 1-2 days of submitting your application, you will receive an email to complete Application Station intake forms. **These forms must be complete before you schedule your FieldPrint appointment.**
- Step-by-step instructions can be found [on our website](#).
- **Estimated Time: 1-2 business days**

4. Complete Fingerprinting appointment through FieldPrint

- Complete fingerprinting at your scheduled FieldPrint location
- Detailed information on that process can be [found here](#)
- **Results: 3-5 business days**

4. Complete the Mandatory Drug and Alcohol Testing (MDAT) Screening

- All contractors/program provider employees with possible unsupervised interaction with students for ten or more minutes must complete and pass a drug and alcohol screening
- DCPS tests on a urinalysis 4 Panel Drug Screen: Amphetamines, Cocaine, Opiates, and PCP.
- Please [see our website](#) for more information on scheduling your drug test.
- *Note: Any Contractor renewing clearances without a lapse in service will not undergo this MDAT screening*
- **Results: 7-10 business days**

*This is a new step in the process as of April 2024

4.2 Steps for Completing DCPS Clearance Process – Volunteers, Supervised/Unsupervised (UPDATED)

Definition: Individuals who are not compensated for their work with DCPS

1. Submit your [DCPS Clearance Application](#)

- This application now initiates multiple components including:
 - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
 - Sex Offender Registry Screening
- **SOR Results: 3-5 business days**

2. Set up your Application Station Account*

- Within 1-2 days of submitting your application, you will receive an email to complete Application Station intake forms. **These forms must be complete before you schedule your FieldPrint appointment.**
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3. Complete Fingerprinting appointment through FieldPrint

- Complete fingerprinting at your scheduled FieldPrint location
- Detailed information on that process can be [found here](#)
- **Fingerprint Results: 3-5 business days**

*This is a new step in the process as of April 2024

4.3 DCPS Clearance Process Tips and Tricks

Use the following information to help your employees/volunteers through the process.

- ✓ **Confirm your staff/volunteers have active clearances.** Collect and track individuals' DCPS clearance letters so that you know they are cleared and when they will have to renew.
- ✓ **Confirm your staff/volunteers have applied.** Ask for application submission confirmation emails from your employees/volunteers.
- ✓ **Include your organization's contact information.** Instruct staff/volunteers to list your organization's e-mail as the secondary point of contact on their clearance applications.
- ✓ **Help us track the correct people.** If you reach out to the DCPS Clearance Team for status updates on individuals, please include:
 - Their full name and EITHER:
 - The last 4 digits of their social security number; or
 - Their birthday



STEP 5

Enter into a Building Use Agreement with DGS
(if operating outside of regular school hours)

5. Facilities Use Agreements

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

- Applications must be **signed by the principal.**
- Applications should be emailed to Realty.Applications@dc.gov by the requesting organization.
- 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 for summer building use are due to DGS by May 2.**

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



STEP 6

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

6. DCPS Donations Process (free programs only)

Organizations providing free programming to DCPS and its families must go through the donations process as dictated by the Mayor's Office.

1. Review the [Mayor's Memorandum on Donations and Gifts](#) to confirm no conflict of interest.
2. Submit information about your donation to our [online form](#).
3. DCPS Partnerships team will submit donation information to ServeDC in the Mayor's Office for review and approval.
4. Sign Donation Agreement.
5. Receive fully executed Donation Agreement from DCPS.

**See more on the DCPS donation process at
dcpshpartnerships.com/donations**

POP QUIZ!

True or False?

If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.

POP QUIZ!

True or False?







If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.

FALSE

All providers and volunteers **MUST** be cleared through the DCPS Clearance process. No other clearances will be accepted.

Screenshot
this page for
reference!

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 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 state 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 year: DCPS clearances are valid for 2 years	dcpspartnerships.com/clearances	DCPS.Clearance@k12.dc.gov
 5	Enter into a Facilities Use Agreements 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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About the Office of the State Superintendent of Education (OSSE) Licensure Process

- OSSE licensure is required in two instances:
 - 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.**
 - 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.**
- Join us on February 20, 2025 for a virtual information session to learn more about the licensure process. More details to follow.

NEW: DCPS Field Trip Policy Update

- 1. All DCPS-sponsored field trips must follow DCPS' field trip policy (p. 5 and 9).** A trip meeting any of these criteria is considered a “DCPS-sponsored” trip:
 - The trip is planned, in any part, 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 are no longer able to serve as chaperones on overnight/international field trips (p.20).**
- 4. DCPS Partners should 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

Reminder: Mandated Reporter Training

Anyone who works directly with students is classified as a mandated reported. All DCPS volunteers, employees, and contractors working with students must take the Mandated Reporter training.

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

Reminder: 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.

School Responsibility	Partner Responsibility
<ol style="list-style-type: none">1. If the incident involves suspected abuse or neglect of a child, it must be reported to:<ul style="list-style-type: none">• Child and Family Services Agency (CFSA): 202-671-SAFE• Metropolitan Police Department (MPD): notify School Resource Officer or call 9112. Submit an IRT.3. Work with relevant Central Services team(s) to resolve the incident.	<ol style="list-style-type: none">1. If the incident involves suspected abuse or neglect of a child, it must be reported to:<ul style="list-style-type: none">• Child and Family Services Agency (CFSA): 202-671-SAFE• Metropolitan Police Department (MPD): notify School Resource Officer or call 9112. 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 .

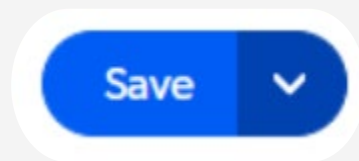
Reminder: Accommodation Requests

If a student or family requests an accommodation, please submit 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 will follow up as appropriate regarding this request and any next steps.



[CLICK HERE](#) for more detailed steps and a link to the DCPS Partnerships Accommodation Request Form

Reminder: Language Access Services

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 receives District funding is required to comply with the [DC Language Access Act](#).

Visit the [DCPS Partnerships website](#) for resources and best practices from the DCPS Language Acquisition Division.

Language Access

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

Summer 2025 Building Use Policy Preview

- **All programming must operate between [June 30, 2025](#) and [August 1, 2025](#).** All DCPS buildings will be closed on July 4, 2025.
- **Building Use Agreements (BUAs) are required for any organization wanting to use a DCPS building** to run summer programming. [DCPS Application to Use Facilities](#) must be **signed by the principal** and **submitted to the Department of General Services (DGS) Realty Office** for processing [by FRIDAY, MAY 2](#).
- Contact Devin Smith (devin.smith@k12.dc.gov) if you are interested in providing afternoon enrichment programming as part of DCPS' 2025 Summer School Programming (grades K-5). DCPS will not provide funding for summer enrichment programming.

Agenda

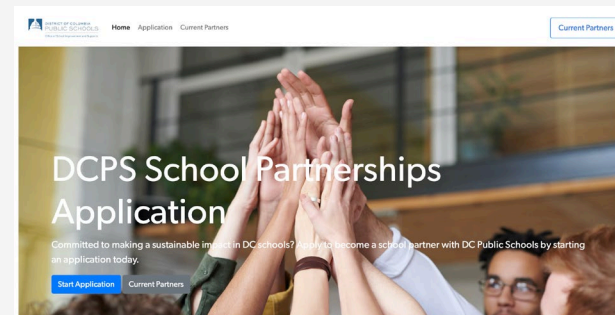
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Systems and Resources



[DCPS Partnerships Website](https://DCPSPartnerships.com)
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](#) including our [Fall 2023 Lunch & Learns](#)
- *Let us know what else you'd like to see!*

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Keep in touch!

Abigail Cohen

Manager, Partner Engagement

Abigail.Cohen@k12.dc.gov

Katie Williams

Coordinator, School Partnerships and Donations

Katie.Williams@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](#).

Questions?

