



District of Columbia
Office of the State Superintendent of Education

DCTAG 2020-2021: SUBMITTING REQUIRED DOCUMENTS

Two Options to Submit Required DCTAG Documents

ONLINE

NEW! Upload Required Documents to <https://dconeapp.dc.gov/>.

Once you have completed the DC OneApp online, you can then upload all needed documents online. **Students can upload all documents from Feb. 1, 2020 – June 16, 2020.**

No uploading of documents takes place for the rest of the application cycle.

IN PERSON

Once you have completed the DC OneApp online, you can bring the needed documents to our office. Below is our contact information.

DCTAG Office
1050 First St. NE, Fifth Floor, Washington, DC, 20002

Monday – Friday | 8:30 a.m. – 5 p.m.

UPLOADING DOCUMENTS Q & A

Q. I have all of my documents; can I upload them to <https://dconeapp.dc.gov/>?

A. Yes, you can upload your documents in **PDF format only**. Once you do so, we will review them to verify that you have submitted the correct documents. Students who have submitted the correct documents will receive a DCTAG financial aid award letter by email within **three** business days of your submission.

If you submit incorrect documents, you will be informed of the correct documents to submit so that your application can be reviewed once again.

Q. Can I upload one document to the <https://dconeapp.dc.gov/> system now for review and upload my other documents later?

A. No. The system was designed to encourage students to provide all documents at the same time. This allows us to give you a timely answer about your DCTAG application status. We also want to avoid any confusion about where you are in the application process.

Q. What happens if I submit the wrong documents to the <https://dconeapp.dc.gov/> system? What should be done at this point to have my documents reviewed?

A. Your documents are reviewed by DCTAG counselors. The system gives applicants **three** separate opportunities, or attempts, to upload the correct documents for review. If a **fourth** attempt is needed, you will have to visit the DCTAG office to submit your documents.

Q. I know the application period is Feb. 1, 2020 until June 30, 2020. Can I submit documents online after June 16, 2020 but before June 30, 2020?

A. No. The online submission of documents are not allowed after June 16, 2020. However, documents can be submitted in person through June 30, 2020.

The DCTAG office usually assists 2,300 students and families who visit the office during the last **two** weeks of the application cycle. Staff members are away from their desks during this time to help customers in the office and cannot review online submissions.

Online submission of documents is one of many changes OSSE has made to encourage students to complete the application process before the end of June.