

ENROLLMENT INSTRUCTIONS for parents without a PowerSchool Account

NOTE: If you have a new-to-Latin student and have already set up a PowerSchool account, you can just login to your account and skip to the next page of instructions.

If you have not yet enrolled your new-to-Latin student, you must complete the pre-enrollment form (linked below) to receive their access ID and password and add them to your account along with your re-enrolling student(s).

- [Cooper New Student Pre-enrollment form](#)
- [2nd Street New Student Pre-enrollment form](#)

1. Create a parent account in PowerSchool.

- a. Go to <https://latinpcs.powerschool.com/public> and click on CREATE ACCOUNT. *Remember: BOTH parents can create a PowerSchool account and submit documentation, but only one enrollment per student is needed.*
 - b. Under the PARENT ACCOUNT DETAILS section, enter your name EXACTLY as shown above. If it does not match, PowerSchool will make a new parent contact instead of updating the current one. (Once you login, you can edit your contact information.) We sent you the names of the parents/guardians associated with the student; type your name as shown into the First Name and Last Name boxes.
 - i. Parent/Guardian 1
 1. First Name: {{Parent_1_First}}
 2. Last Name: {{Parent_1_Last}}
 - ii. Parent/Guardian 2
 1. First Name: {{Parent_2_First}}
 2. Last Name: {{Parent_2_Last}}
 - c. Create a username and create your password. (You should make a note of both, as you will not get any reminder from PowerSchool.)
2. On the same *Create Parent Account* page, connect your children that you are re-enrolling at Latin to your PowerSchool account.
- a. Enter the following information EXACTLY as it appears here
 - i. Access ID - {{Access ID}}
 - ii. Access Password - {{Access Password}}
 - iii. Student Name - {{First Last Names}}

NOTE: The provided Access ID and Access Password are used only once to link your children to your account and are NOT the same as your account username and password.

3. Verify your PowerSchool account.
 - a. Check for an email from PowerSchool. Click the verification link.
 - b. You will now be able to login to the account and complete enrollment forms.
4. Complete the online enrollment forms.
 - a. Find the FORMS link on the far left (in the middle of your screen.) This will open all the enrollment forms.
 - b. Please visit our webpage at <https://latinpcs.org/re-enrollment/> for instructions on completing our forms.
 - c. The Enrollment Team will review and verify your enrollment forms and documentation. Once all submissions are verified, we will confirm your child's enrollment.

ENROLLMENT INSTRUCTIONS *for families re-enrolling current students who have already set up a PowerSchool account*

(NOTE: If you have a new-to-Latin student and have not yet set up a PowerSchool account, please see the previous instructions to set up your account.)

1. Login to your PowerSchool account.
2. Link your children whom you are re-enrolling to your parent account.
 - a. Click on the ACCOUNT PREFERENCES link on the left (near bottom of screen.)
 - b. On the next screen, open the STUDENTS tab at the top of the page (next to Profile tab).
 - c. Click the blue ADD button on the top right of the screen.
 - d. Enter the following information EXACTLY as it appears here:
 - i. Access ID - {{Access ID}}
 - ii. Access Password - {{Access Password}}
 - iii. Student Name - {{First Last Names}}
 - e. You will now see your child's information on the screen. If you have more than one child to re-enroll at Latin, you will repeat this Step 2 for your other child(ren), using the information from the separate email sent with their information (ID, password, and name).
3. Complete the online enrollment forms and submit documentation for each child you are re-enrolling at Latin.
 - a. Find the FORMS link on the far left (in the middle of your screen.) This will open all the enrollment forms.
 - b. Please visit our webpage at <https://latinpcs.org/re-enrollment/> for instructions on completing our forms.
 - c. The Enrollment Team will review and verify your enrollment forms and documentation. A member of the team will contact you with any questions.
 - d. Once all submissions are verified, we will confirm your child's enrollment.