



A Classical Education for the Modern World

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.