



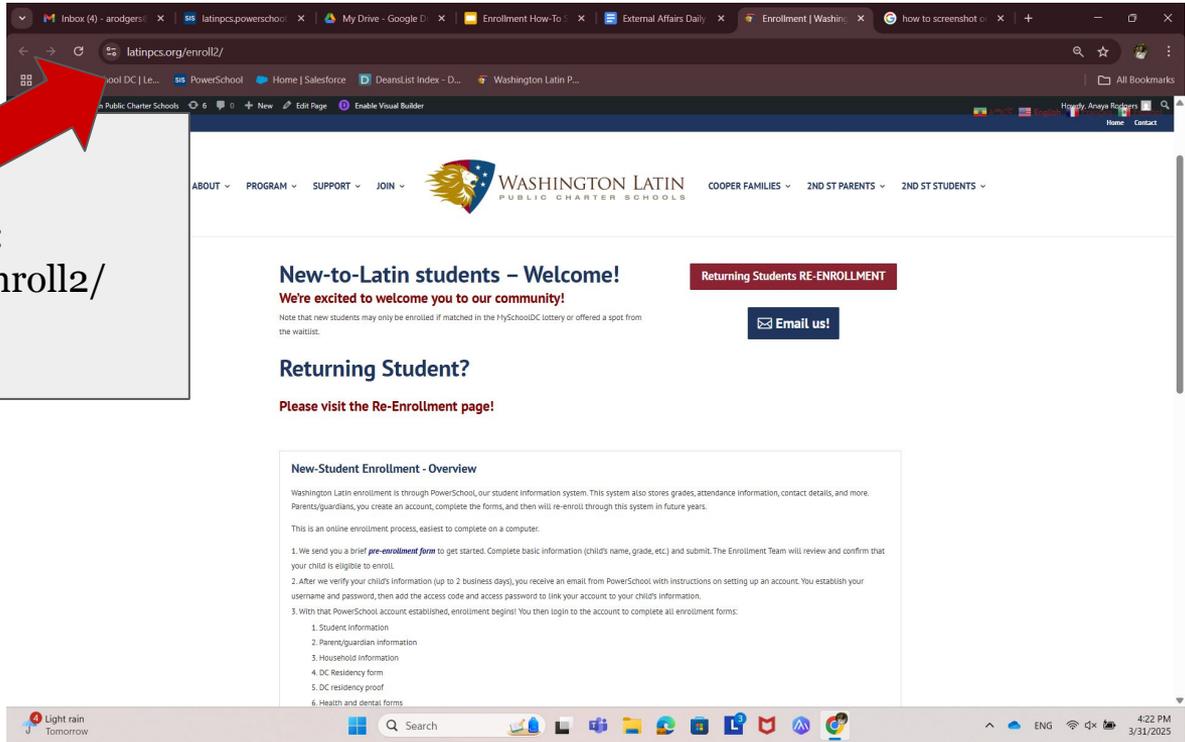
WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

New Families - WELCOME TO WASHINGTON LATIN!

Ready to Rock 'n **Enroll**? Here is an *Enrollment Quick Start Guide*

Preview:
latinpcs.org/enroll2/



This is the enrollment page where you can find the enrollment overview with helpful links, resources, and reminders related to enrollment. The enrollment process is EIGHT steps, starting with the pre-enrollment form that was emailed to you by the principal of the school that you were matched at— either Principal Roberts for Cooper, or Principal Kelly for 2nd Street.

STEP 1: Pre-Enrollment Form

This is the very brief pre-enrollment form where we ask for some basic information to ensure that your child is eligible (matched or offered a waitlist offer) to enroll at Latin. The enrollment team will get this process in 2 business days, but often much often sooner.

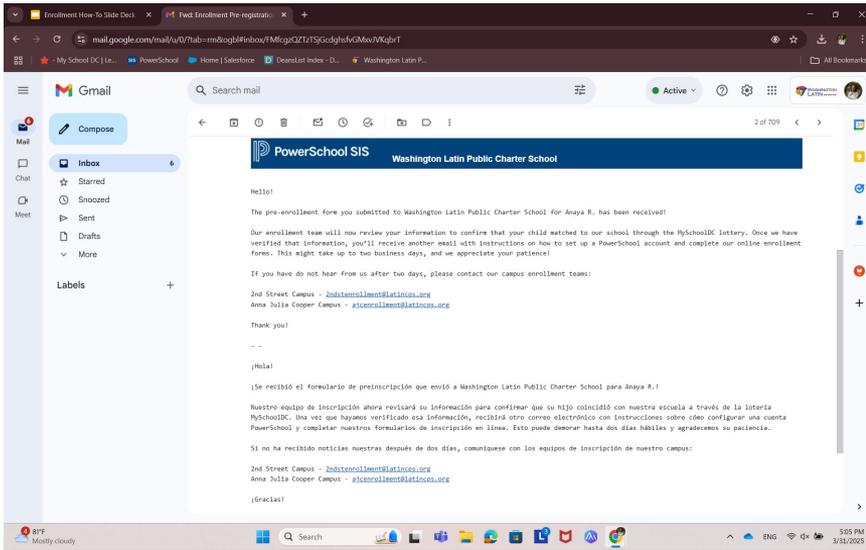
The screenshot shows the English version of the 'Enrollment Express' form. The header includes the logo and a 'Select Language' button. The main content area contains instructions and a list of steps: 'Please complete the fields below, then click the Submit button (bottom right)', 'We will review and approve the form within two business days', and 'You will then receive an email from PowerSchool with instructions on setting up an account and completing all the enrollment forms'. Below this is a 'Please note' section and a 'Questions?' section with an email address. The form fields are organized into two sections: 'Student Information' and 'Parent/Guardian Information'. The 'Student Information' section includes fields for First Name, Middle Name, Last Name, Grade Level for the 2025-26 school year, Date of Birth, Gender, Enrollment Year, and First Day of School August of 2025. The 'Parent/Guardian Information' section includes fields for Parent/Guardian Name, Email, and Primary Phone.

If you would prefer to take the form in Spanish, you can click the select language bar in the top right corner. Once you hit submit you will receive an email confirming a receipt of the submission.

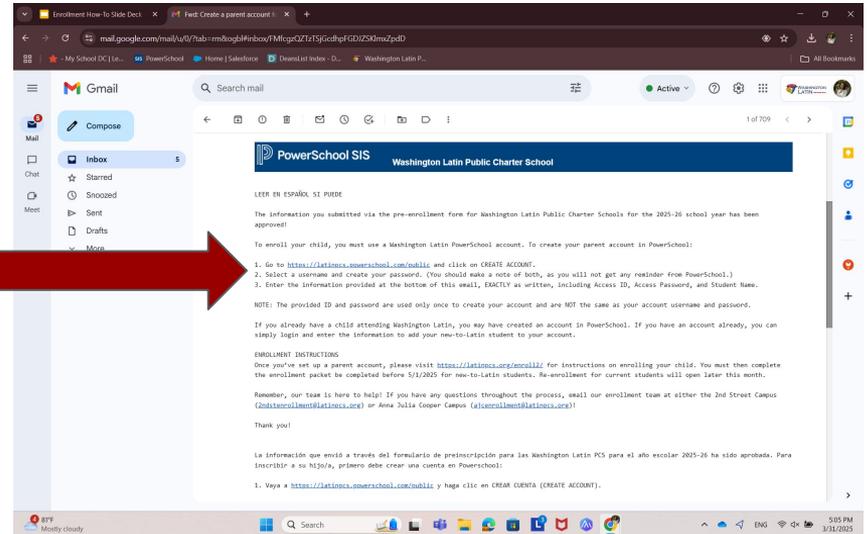
The screenshot shows the Spanish version of the 'Enrollment Express' form. The header includes the logo and a 'Select Language' button, which is circled in yellow. The main content area contains instructions and a list of steps: 'Complete los campos a continuación y haga clic en el botón "Enviar" (abajo a la derecha)', 'Revisaremos y aprobaremos el formulario en un plazo de dos días hábiles', and 'Recibirá un correo electrónico de PowerSchool con instrucciones para crear una cuenta y completar todos los formularios de inscripción'. Below this is an 'Atención!' section and a '¿Preguntas?' section with an email address. The form fields are organized into two sections: 'Información del estudiante' and 'Información para padres/tutores'. The 'Información del estudiante' section includes fields for Nombre de estudiante, Segundo nombre, Apellido del estudiante, Nivel de grado para el año escolar 2025-26, Fecha de nacimiento, Género, Año de matriculación, and Primer día de clases agosto de 2025. The 'Información para padres/tutores' section is currently empty.

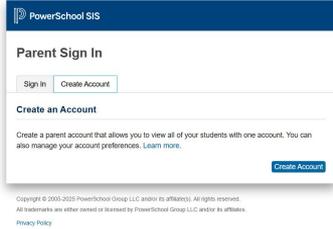
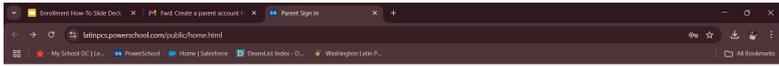
STEP 2: Create a PowerSchool Parent Account

Again, please allow the enrollment team 2 business days to review the form though we will try to review them more quickly. Once we confirm the information that you recorded on the form, the next email will be instructions for creating a PowerSchool parent account

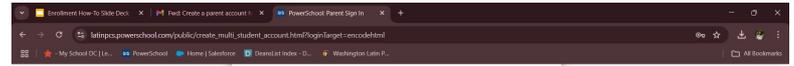


In order to enroll your child, you must create a parent account in powerschool using the link in the first step in the email. At the bottom of the email, there is an access ID and password that you should enter. If you already have a parent account, you can sign in and add your new-to-Latin student to that account.





Click create account and you will move to this screen



Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: Be at least 8 characters long Not be a well known password

Link Students to Account

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

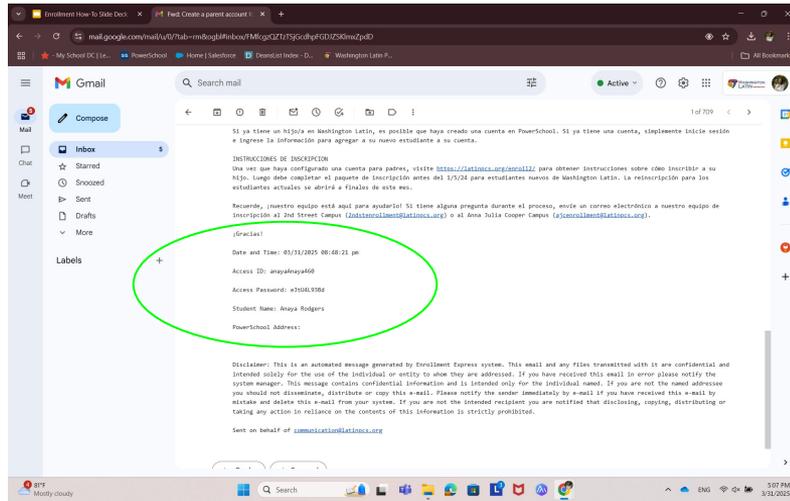
Access ID

Student Name

Access ID

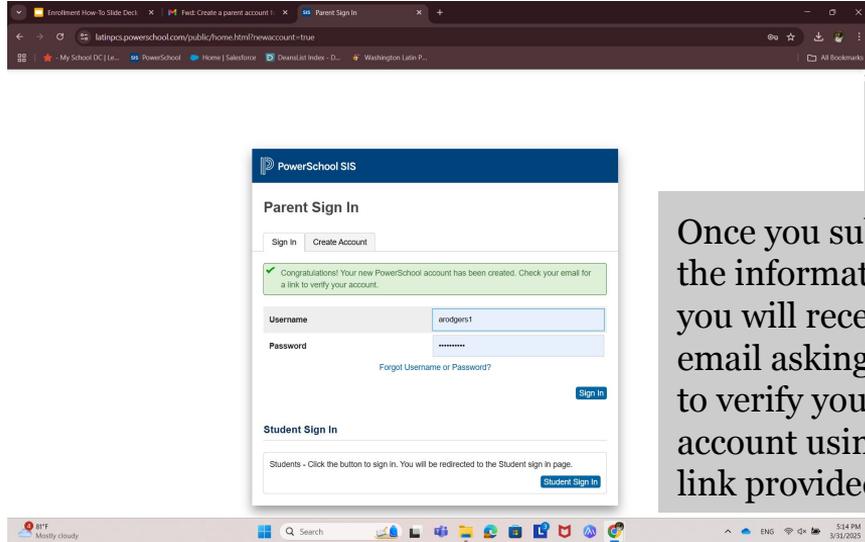


STEP 2: Create a PowerSchool Parent Account cont.



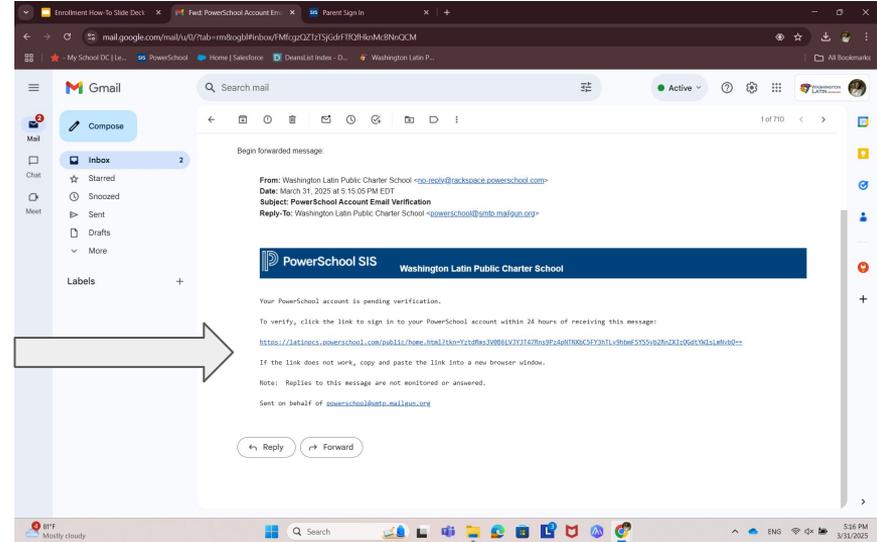
Here is an example of the access ID, password, and student name that you will copy and paste into PowerSchool.

STEP 3: Verify and sign into new PowerSchool account



The screenshot shows the PowerSchool SIS Parent Sign In page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". A green success message states: "Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account." Below this message, there are input fields for "Username" (containing "andrgers1") and "Password" (masked with dots). A "Forgot Username or Password?" link is located below the password field. A blue "Sign In" button is at the bottom right of the sign-in section. Below the sign-in section, there is a "Student Sign In" section with a "Student Sign In" button. The browser's address bar shows the URL "latipcs.powerschool.com/public/home.html?newaccount=true".

Once you submit the information, you will receive an email asking you to verify your account using the link provided.



The screenshot shows a Gmail inbox with a verification email from PowerSchool SIS. The email is titled "PowerSchool Account Email Verification" and is from "Washington Latin Public Charter School". The email content includes a message from PowerSchool SIS stating: "Your PowerSchool account is pending verification. To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message: https://latipcs.powerschool.com/public/home.html?newaccount=true&token=3171471658P4d81T8M4S173111y98eF5125a282uX1206179111a1800= ". Below the link, there is a note: "If the link does not work, copy and paste the link into a new browser window. Note: Replies to this message are not monitored or answered. Sent on behalf of powerschool@latc.wa11ipcs.us". The email interface shows "1 of 710" messages and "Active" status.

If you are a returning parent with a new student to enroll:

PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

STEP 1

Login to your existing PowerSchool Account at <https://latinpcs.powerschool.com/public/home.html>

PowerSchool SIS

Welcome, Catherine Cromwell Help Sign Out

Luke

Print Current Report Card

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Test Results

Grade History

Attendance

Email Notification

Teacher Comments

Forms

School Bulletin

Class Registration

Balance

My Calendars

Account Preferences - Students

Students

My Students

To add a student to your Parent account, click the ADD button.

1. Luke Cromwell

Add

STEP 2

- Look at the left side for a menu of options.
- Click on **Account Preferences** (near the bottom)

STEP 3

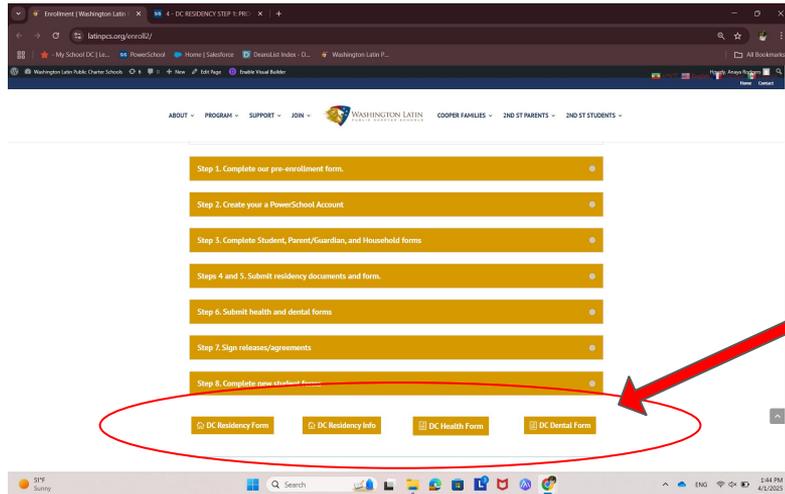
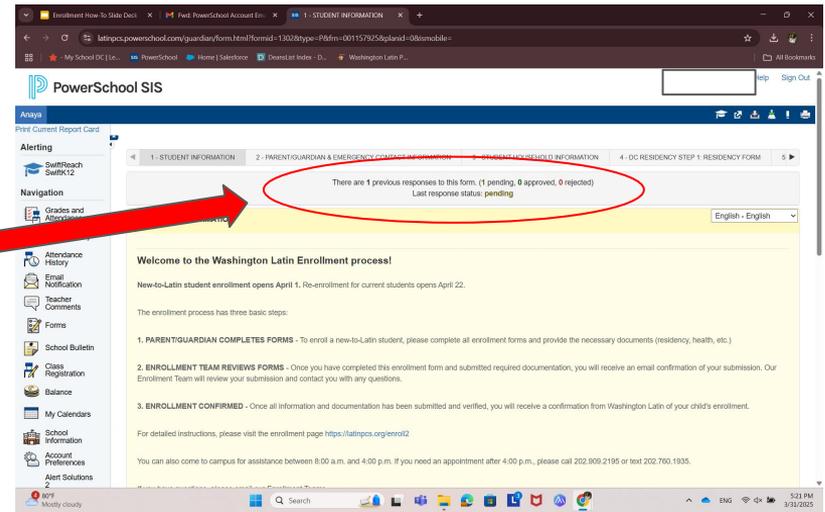
- You see a tab that says STUDENTS under Account preferences. Click that.

STEP 4

- Far right, you see a button that says ADD. Click that to add your new Latin student to your account with the Access ID & PW

STEP 5: Upload forms and necessary documents (DC residency info, Health & dental)

Once you complete a section, you will see a message that the response is pending. The enrollment team will then review your response and either approve it, reject it, or request more information



Some sections will require you to provide documentation or complete forms (i.e. DC residency, DC Health & DC Dental). You can find those forms and other information at the bottom of the enrollment page.

The screenshot shows the PowerSchool SIS interface. The 'Alerting' section is active, displaying a progress bar with four steps: 1. STUDENT INFORMATION, 2. PARENT-GUARDIAN & EMERGENCY CONTACT INFORMATION, 3. STUDENT HOUSEHOLD INFORMATION, and 4. DC RESIDENCY STEP 1: PROOF OF RESIDENCY. The current step is '8 - [NEW STUDENTS] SPECIAL NEEDS QUESTIONNAIRE', which is circled in red. The page title is 'There are no previous responses to this form'. The form content includes a heading 'This is for all new students. It is very important for us to know if your child is currently receiving or has received SPECIAL EDUCATION SERVICES. This includes evaluations, IEP's, 504 plans, English Language Learners, and any other type of service to benefit their academic success.' followed by fields for 'Child's Name' (Anaya Rodgers), 'Parent(s) Name *', 'Parent Phone' (Home, Cell, Work), 'Grade for next year:' (5), 'Date of Birth:' (06/16/2002), and 'Current School: *'. A 'Previous school attended: *' field is also present. At the bottom, there is a note: 'Please check any statement that applies to your student. *' and a sub-note: '* My child has never received any special education services or been evaluated for any condition.'

The screenshot shows the PowerSchool SIS interface. The 'Alerting' section is active, displaying a progress bar with nine steps: 1. STUDENT INFORMATION, 2. PARENT-GUARDIAN & EMERGENCY CONTACT INFORMATION, 3. STUDENT HOUSEHOLD INFORMATION, 4. DC RESIDENCY STEP 1: PROOF OF RESIDENCY, 5. RELEASE AGREEMENTS, 6. STUDENT HEALTH INFORMATION, 7. RELEASE AGREEMENTS, 8. [NEW STUDENTS] SPECIAL NEEDS QUESTIONNAIRE, and 9. [NEW STUDENTS] HOME LANGUAGE SURVEY. The current step is '9 - [NEW STUDENTS] HOME LANGUAGE SURVEY', which is circled in red. The page title is 'There are no previous responses to this form'. The form content includes a heading 'Student's Name' (Anaya Rodgers) and a question: 'Is this the first time your student is enrolling in a public school in Washington DC? *'. Below the question are two radio button options: 'Yes' and 'No. My student already attended a public school in Washington DC prior to Washington Latin. Because of this prior enrollment in a DC public school, I do not need to complete the Home Language Survey. I will click submit below to confirm my answer.' A green 'Save My Latex' button and a blue 'Submit' button are at the bottom.

The screenshot shows the PowerSchool SIS interface. The 'Alerting' section is active, displaying a progress bar with five steps: 7. RELEASE AGREEMENTS, 8. [NEW STUDENTS] SPECIAL NEEDS QUESTIONNAIRE, 9. [NEW STUDENTS] HOME LANGUAGE SURVEY, 9. b. [NEW STUDENTS] - RECORDS REQUEST FORM, and 9. b. [NEW STUDENTS] - RECORDS REQUEST FORM. The current step is '9. b - [NEW STUDENTS] - RECORDS REQUEST FORM', which is circled in red. The page title is 'There are no previous responses to this form'. The form content includes a heading 'Student's Name' (Anaya Rodgers) and a heading 'Please complete this form allowing Washington Latin Public Charter Schools to request your child's records from his/her most recent school.' followed by a text input field for 'I give my permission to Washington Latin PCS to obtain records for my child, Rodgers, Anaya from (school name) *'. Below this is another text input field for 'located at (address) *'. A section titled 'Prior School Transcript Upload' contains the text 'Please upload your student's transcript if your student is entering 8th, 9th, or 10th grade. All other grades are optional.' and an 'Upload' button. At the bottom, there is a note: 'Washington Latin is specifically authorized to release the following: * Official transcript/report cards, including grades to date.'

STEP 6: Complete new student questionnaires

After you have submitted your enrollment documents, the next step is the new student questionnaires about your child's special education needs, home language, and a records request form.