

Washington Latin PCS

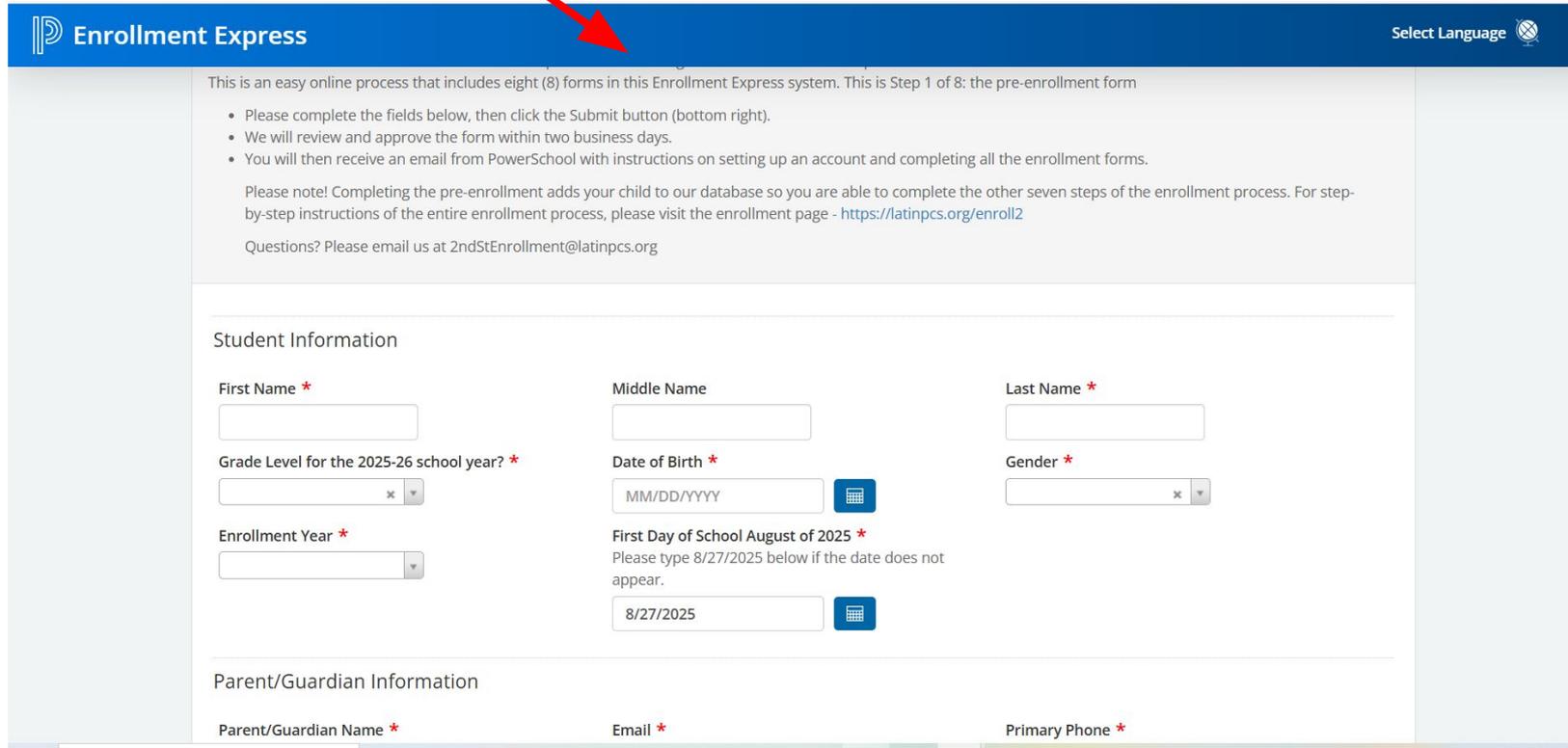
New student enrollment

For returning parents who already have a
Washington Latin PowerSchool Account



STEP 1

Complete the **PRE-ENROLLMENT FORM** linked in the email with enrollment instructions.



Enrollment Express Select Language 

This is an easy online process that includes eight (8) forms in this Enrollment Express system. This is Step 1 of 8: the pre-enrollment form

- Please complete the fields below, then click the Submit button (bottom right).
- We will review and approve the form within two business days.
- You will then receive an email from PowerSchool with instructions on setting up an account and completing all the enrollment forms.

Please note! Completing the pre-enrollment adds your child to our database so you are able to complete the other seven steps of the enrollment process. For step-by-step instructions of the entire enrollment process, please visit the enrollment page - <https://latinpcs.org/enroll2>

Questions? Please email us at 2ndStEnrollment@latinpcs.org

Student Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade Level for the 2025-26 school year? *	Date of Birth *	Gender *
<input type="text"/>	<input type="text"/> 	<input type="text"/>
Enrollment Year *	First Day of School August of 2025 *	
<input type="text"/>	Please type 8/27/2025 below if the date does not appear.	
	<input type="text"/> 	

Parent/Guardian Information

Parent/Guardian Name *	Email *	Primary Phone *
------------------------	---------	-----------------

After you submit it, we approve the form and you receive an email from PowerSchool with instructions on creating a new account. You have an account - so ignore those instructions. You DO need the **ACCESS ID** and **ACCESS PASSWORD** found at the very bottom of that email - **save this information for Step 5.**



STEP 2

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

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the title "Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned to the right of the password field. Below the parent sign in section, there is a "Student Sign In" section with a text box containing the instruction "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a "Student Sign In" button.

STEP 3

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

The screenshot shows the PowerSchool SIS interface. At the top left is the PowerSchool SIS logo. The user's name 'Luke' is displayed in the top left corner of the main content area. The page title is 'Account Preferences - Students'. There are two tabs: 'Profile' and 'Students'. Below the tabs is a section titled 'My Students' with a text input field and an 'Add' button. The left sidebar contains a navigation menu with various options. The 'Account Preferences' option at the bottom of the sidebar is circled in red. A red box at the top of the page contains the following instructions:

STEP 3

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

A red arrow points from the 'Account Preferences' option in the sidebar to the red box containing the instructions. The bottom of the page shows a Windows taskbar with various application icons and a search bar.

Print Current Report Card

- Alerting
- SwiftReach SwiftK12
- Navigation
 - Grades and Attendance
 - Test Results
 - Grade History
 - Attendance History

Account Preferences - Students

Profile **Students**

STEP 4

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

My Students

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

1.

Add

STEP 5

- Far right, you see a button that says **Add**. Click that to add your new Latin student to your account with the **Access ID** and **Access Password** emailed to you after completing the pre-enrollment form.

Print Current Report Card

- Alerting
- SwiftReach SwiftK12
- Navigation
- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin

Enroll Form Listing for [Name]

Enrollment	
Enrollment	
1 - STUDENT INFORMATION	Not Started
2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION	Not Started
3 - STUDENT HOUSEHOLD INFORMATION	Not Started
4 - DC RESIDENCY STEP 1: PROOF OF RESIDENCY	Not Started
5 - DC RESIDENCY STEP 2: RESIDENCY FORM	Not Started
6 - STUDENT HEALTH INFORMATION	Not Started

Please add information about your child for us to have at school in the event of illness or injury. In addition, DC law requires all students to submit current health and dental forms, each signed by the provider, and that current forms be on file with Washington Latin's nurse before a student can attend school. Those forms are linked below. Reminder that your child's enrollment is not complete until all forms have been completed and submitted.

STEP 6

- Now open the forms to begin enrollment.
- Begin with #1 and continue through all steps, including the new student forms. *If you need assistance, just let us know!*