

Washington Latin PCS

Returning Student Re-Enrollment





STEP 1

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

A screenshot of the PowerSchool SIS "Parent Sign In" 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 are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field. Below the "Parent Sign In" section is the "Student Sign In" section, which contains a text box with the instruction "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a blue "Student Sign In" button.

STEP 2

- 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 arrow points from the 'Account Preferences' menu item to the 'STEP 2' instructions box. The bottom of the screen shows the Windows taskbar with various application icons and the system tray.

PowerSchool SIS

Welcome [] Help Sign Out

Print Current Report Card

Alerting

SwiftReach
SwiftK12

Navigation

Grades and Attendance

Test Results

Grade History

Attendance History

Email Notification

Teacher Comments

Forms

School Bulletin

Class Registration

Balance

My Calendars

School Information

Account Preferences

Account Preferences - Students

Profile Students

My Students

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

Add

https://latinpcs.powerschool.com/guardian/accountmanagement_profile.html

Type here to search

100%

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3:07 PM
4/6/2025

Print Current Report Card

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

Account Preferences - Students

- Profile
- Students**

STEP 3

- 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 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** 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	Search forms...
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 5

- 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!*