

Washington Latin PCS Returning Student Enrollment





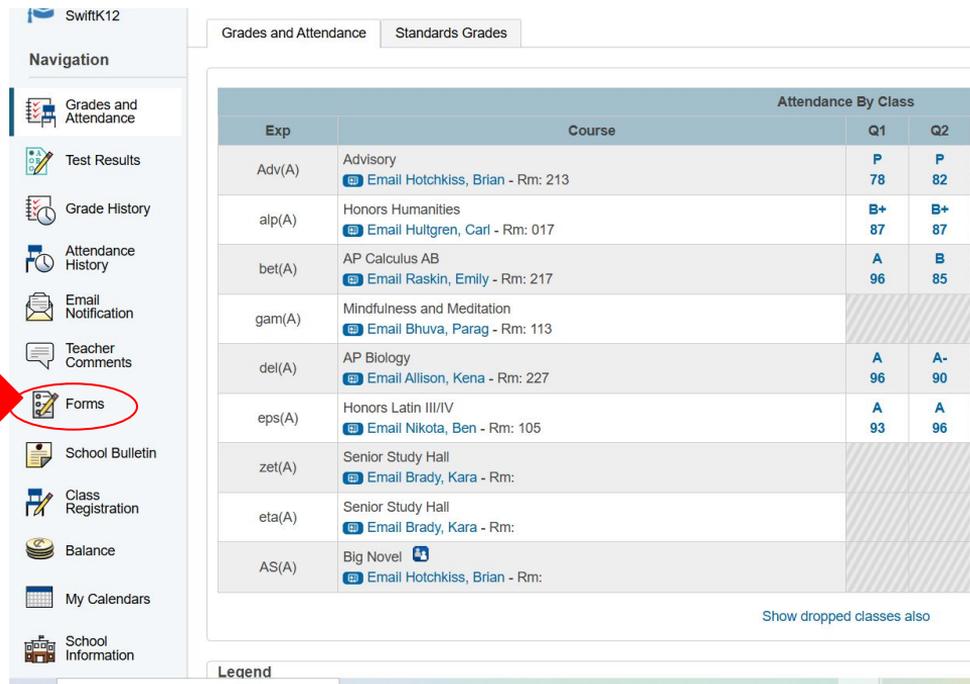
STEP 1

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 buttons are two input fields: "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 2: Click on Forms (left column)

PowerSchool opens to the grades page. Look for the FORMS icon to the left. Click FORMS to open the enrollment forms.



The screenshot shows the PowerSchool interface. On the left is a navigation menu with the following items: SwiftK12, Navigation, Grades and Attendance, Test Results, Grade History, Attendance History, Email Notification, Teacher Comments, **Forms** (highlighted with a red circle and a red arrow), School Bulletin, Class Registration, Balance, My Calendars, and School Information. The main content area is titled 'Grades and Attendance' and 'Standards Grades'. It displays a table titled 'Attendance By Class' with columns for 'Exp', 'Course', 'Q1', and 'Q2'. The table lists various classes and their attendance records for two quarters.

Exp	Course	Q1	Q2
Adv(A)	Advisory Email Hotchkiss, Brian - Rm: 213	P 78	P 82
alp(A)	Honors Humanities Email Hultgren, Carl - Rm: 017	B+ 87	B+ 87
bet(A)	AP Calculus AB Email Raskin, Emily - Rm: 217	A 96	B 85
gam(A)	Mindfulness and Meditation Email Bhuva, Parag - Rm: 113		
del(A)	AP Biology Email Allison, Kena - Rm: 227	A 96	A- 90
eps(A)	Honors Latin III/IV Email Nikota, Ben - Rm: 105	A 93	A 96
zet(A)	Senior Study Hall Email Brady, Kara - Rm:		
eta(A)	Senior Study Hall Email Brady, Kara - Rm:		
AS(A)	Big Novel Email Hotchkiss, Brian - Rm:		

Legend

STEP 3: Click on Student Information 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

Search forms...

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.

Each form is a link. Click on STUDENT INFORMATION to begin enrollment.

The forms will have some information already filled in, while you will need to re-enter information in other boxes. This form shows an example of information you need to add for this year. You can also correct or change information in fields that are pre-filled, such as a phone number, address, or email.

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
- Alert Solutions 2

1 - STUDENT INFORMATION 2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION 3 - STUDENT HOUSEHOLD INFORMATION 4 - DC RESIDENCY STEP 1: PROOF OF RESIDENCY

There are no previous responses to this form

3 - STUDENT HOUSEHOLD INFORMATION

Student's Name

St. _____, DC

Please complete information about the student's current home address. If you are a returning family, we greatly appreciate your efforts in retyping this information. We have addresses on file, but the city's address formatting requirements make it very helpful for us to have families retype this information each year. Thank you!

House Number * Please type the street number ONLY. <input type="text"/>	Street Name * Please type the street name ONLY, not Road, Street etc. (that is the next question). <input type="text"/>	Street/Avenue/Road etc. * <input type="text"/>
City * <input type="text" value="Washington"/>	State * <input type="text" value="DC"/>	DC Quadrant * <input type="radio"/> NW <input type="radio"/> NE <input type="radio"/> SE <input type="radio"/> SW
Student Address: Ward * Not sure of your DC Ward? Check here - https://planning.dc.gov/whatsmyward <input type="text"/>	Zip Code * <input type="text"/>	Apartment # <input type="text"/>
Primary Phone Number * This can be a parent cell phone or home landline. Please use numbers only, no hyphen -, no parentheses (), and no spaces. <input type="text"/>		

English - English

You can also change the language of the forms to Spanish!

When you have completed each form, click the blue submit button (bottom right of the screen). PowerSchool will automatically advance you to the next form.

Grade level for NEXT YEAR (the 2025-26 school year)? *

Age

Student Gender *

- Female Male Non-binary

Is this a new or returning Washington Latin student? *

- New Student Returning Student

Race/Ethnicity

Is the student Hispanic or Latino? *

A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

- Yes No

Race/Ethnicity *

Choose one or more options. NOTE: these are the categories schools are required to include.

OPTIONAL - Additional race information

Please provide additional student race information if the categories provided in the previous question do not fully or accurately reflect your child's race.

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

Submit

Legend

Icons Date Entry

STEP 4 & 5 Residency

- Upload DC residency proof
- Upload residency verification form

- 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
- Alert Solutions 2
- MySchoolBucks

4 - DC RESIDENCY STEP 1: PROOF OF RESIDENCY

English - English

Student's Name

Residency Proof and Form - Overview

TWO STEPS FOR COMPLETING RESIDENCY VERIFICATION

- 1) Prove your DC residency. There are 3 methods (outlined on the DC Residency Verification Form); most families choose Method B (provide documentation, which you can upload below).
- 2) Submit your signed DC Residency Verification Form OR request a docuSign from Enrollment. See the next form in this enrollment process.

IMPORTANT: enrollment is not complete until our Enrollment Team has verified your DC residency! This must happen by the enrollment deadline or your child's seat may need to be offered to another student. You can see detailed residency verification instructions on our enrollment page (www.latinpcs.org/enroll-2)

DC Residency Proof

NOTE: The [DC Residency Verification Form](#) outlines several ways to prove your residency. Please review the form for detailed information about what is acceptable! Below is an overview.

If you have any questions, please contact the Enrollment Team for your campus! Cooper: AJCenrollment@latinpcs.org / 2nd Street: 2ndStenrollment@latinpcs.org

METHOD A

METHOD B

You need to upload ONE item from the first list or TWO items from the second list.

METHOD C

ABOUT - PROGRAM - SUPPORT - JOIN - WASHINGTON LATIN COOPER FAMILIES - 2ND ST PARENTS - 2ND ST STUDENTS

- Step 1. Complete our pre-enrollment forms.
- Step 2. Create your a PowerSchool Account
- Step 3. Complete Student, Parent/Guardian, and Household forms
- Steps 4 and 5. Submit residency documents and form.
- Step 6. Submit health and dental forms
- Step 7. Sign releases/agreements
- Start 8. Complete NEW STUDENT forms

DC Residency Form DC Residency Info DC Health Form DC Dental Form

The DC Residency section requires you to upload proof that you are a DC resident. You can find the full list of acceptable documents on the bottom of the re-enrollment website. You may also request a DocuSign; this may take a few days for you to receive.

Step 6: Upload health documents (linked on the Enrollment page).

For this section, the introduction in PowerSchool tells you what to do if you either:

- Do not yet have the 2025-26 form (resubmit this year's, if still current)
- Have a file too large for the system to take (email it to nurse@latinpcs.org)

Health Documents

All students - new and returning - must submit health information before the enrollment or re-enrollment deadline in order for Washington Latin to mark them as enrolled. Note that you will need each form to be signed by a medical professional. You can submit your child's 2024-25 health form if the medical professional signed the form anytime after August 26, 2024. New students are required to submit health information by the enrollment deadline, and submit immunization records at a minimum.

Please see our [website enrollment page](#) for more information.

Universal Health Certificate (Required)

Please request this [linked form](#) from your student's primary physician.

Please upload the linked form before your child attends classes. If your child will attend summer school or summer orientation, then we need this form before the first day of summer school. See this linked [Childhood Vaccination Guide](#) to review vaccination requirements.

Upload File Size Note: PDFs over 1MB cannot be uploaded. If you receive a file size error message, you can resave your file in a different format such as a photo (jpg, png etc.). If you continue to receive an upload error message, please email your health certificate to nurse@latinpcs.org

Upload



Oral Health Assessment Form (Required)

Please request this [linked Oral Health Form](#) from your student's dentist.

Please upload the linked form before your child attends classes. If your child will attend summer school, then we need this form before the first day of summer school.

Upload



Click the submit button below to save information. You can return to this page to upload the required Health Forms. You will need to click submit again once you have uploaded your forms.

Submit

Step 7 (final): Complete releases/agreements.

On this slide, you select whether or not you agree to give your child field trip permission, photo release, and to input your information into the Parent-Faculty directory for PFA use.

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
- Alert Solutions 2
- MySchoolBucks

7 - RELEASES/AGREEMENTS

Please answer the following questions indicating Washington Latin is allowed to take your child on field trips, use their image, or facilitate interactions with other families via a school directory.

English - English

Student's Name

Field Trip Permission

Please indicate that your child has your permission to attend all school-related and school-sponsored field trips. We will tell you about each field trip planned for your child's grade or class, but this permission eliminates the need to collect your signature each time there is a trip.

*

Yes No

Media Release

Please select whether you give permission for your child's photo/video or words (interview, essay, etc.) to be used for Latin publicity purposes, including on our website, social media, e-newsletters, and for external news media, partner organizations' websites, etc. Note that it is our practice is to ask parents/guardians for specific permission before their children's image or words are shared externally.

*

Yes, I give permission.
 Yes, but please contact me for specific uses.
 No, I do not give permission under any circumstances.

School Directory

Please select whether you give permission for your information to will never share your information with any outside organization with

*

Yes No

Click submit, and you're done! Note that PowerSchool will not show that you have completed the process, and some see a spinning wheel. Do not be alarmed. We will be in touch with questions or additional documentation needs.

Repeat for each of your Latin-enrolled children.