# 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.

This is an easy online process that includes eight (8)	forms in this Enrollment Express system. This is	s Step 1 of 8: the pre-enrollment form	
<ul> <li>Please complete the fields below, then click the</li> <li>We will review and approve the form within two</li> <li>You will then receive an email from PowerScho</li> </ul>	e Submit button (bottom right). o business days. ol with instructions on setting up an account ar	nd completing all the enrollment forms.	
Please note! Completing the pre-enrollment ad by-step instructions of the entire enrollment pr	lds your child to our database so you are able to rocess, please visit the enrollment page - https:/	o complete the other seven steps of the enrollment process. For step- //latinpcs.org/enroll2	
Questions? Please email us at 2ndStEnrollment	t@latinpcs.org		
Student Information	Middle Name	Last Name *	
	Date of Pirth *	Gender *	
Grade Level for the 2025-26 school year? *			
Grade Level for the 2025-26 school year? *	MM/DD/YYYY         First Day of School August of 2025 *         Please type 8/27/2025 below if the date appear.         8/27/2025	does not	
Grade Level for the 2025-26 school year? *	MM/DD/YYYY         First Day of School August of 2025 *         Please type 8/27/2025 below if the date appear.         8/27/2025	does not	

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 <a href="https://latinpcs.powerschool.com/public/home.html">https://latinpcs.powerschool.com/public/home.html</a>

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Sign In C	reate Account				
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avigation		• Once you have added another child to your PS account	, you will see both
Grades and Attendance	Enrollment	<ul><li>names at the top of the screen.</li><li>Click on the child's name (it will be highlighted in light</li></ul>	er blue) to see the
Test Results	1 - STUDENT INFORMATION	profile and begin enrollment.	
Grade History	2 - PARENT/GUARDIAN & EMERG	ENCY CONTACT INFORMATION	Not Started
Attendance History	3 - STUDENT HOUSEHOLD INFOR	MATION	Not Started
Email Notification	4 - DC RESIDENCY STEP 1: PROC	OF OF RESIDENCY	Not Started
Teacher Comments	5 - DC RESIDENCY STEP 2: RESID	5 - DC RESIDENCY STEP 2: RESIDENCY FORM	
Forms	6 - STUDENT HEALTH INFORMATI	ON	
School Bulletin	Please add information about your child for us signed by the provider, and that current forms l	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 be on file with Washington Latin's nurse before a student can attend school. Those forms are linked below. Reminder that your child's	Not Started

annoliment is not complete until all forms have been completed and submitted!

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SwiftReach SwiftK12	Enrollment	\$
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Grades and Attendance	Enrollment	
Test Results	1 - STUDENT INFORMATION	Not Started
Grade History	2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION	Not Started
Attendance ) History	3 - STUDENT HOUSEHOLD INFORMATION	Not Started
Notification	4 - DC RESIDENCY STEP 1: PROOF OF RESIDENCY	Not Started
Comments	5 - DC RESIDENCY STEP 2: RESIDENCY FORM	Not Started
Forms	6 - STUDENT HEALTH INFORMATION	8

## **STEP 4: Find enrollment tab and complete sections 1-9**

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When you click on the Forms tab, you will see this screen with each of the steps you need to complete to enroll your child. You can click between the sections and come back to them as you please. You're into PowerSchool! This site is not only used for enrollment, but is the primary location for your student's information. To access the enrollment forms, click the button on the left hand tab.

Enrollment How-	To Slide Deck X M Feed RowerSchool Account Em X Estimates X M Remains X +	
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Grade History	1 - STUDENT INFORMATION	O Not Started
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Forms	5 - DC RESIDENCY STEP 2: PROOF OF RESIDENCY	Not Started
School Bulletin	6 - STUDENT HEALTH INFORMATION Passa did Information about your child for use to have at school in the event of liness or highly in additor, DC law requires all students to submit current health and dential forms, signed by the providence and the current time to in the with Valarington Latifur surve before a student can attend school. Those forms are linked below. Reminder that your child enrolment is not complete until all forms have been completed and submitted.	each O Not Started
My Calendars	7 - RELEASES/AGREEMENTS Passa answer the tollowing questions indicating Washington Latin is allowed to take your child on field trips, use their image, or facilitate interactions with other families via a scho directory.	ol 🚫 Not Started
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## 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

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SulfBooch	4 1-STUDENT INFORMATION 2-PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION 5-STADENT LIVESEHOLD INFORMATION 4-DC RESIDENCY STEP 1: RES	RDENCY FORM 5
SwiftK12	There are 1 previous responses to this form. (1 pending, 0 approved, 0 rejected) Last response status: pending	
Grades and		Fordish Fordish
Attendance History	Welcome to the Washington Latin Enrollment process!	
Email		
Teacher Comments	тентельний акциент ополнити орона ира и то толькоминых на закона акциента орона ирана.	
Forms	The enrolment process has three basic steps:	
School Bulletin	1. PARENTIGUARDIAN COMPLETES FORMS - To enroll a new-to-Latin student, please complete all enrollment forms and provide the necessary documents (residency, health,	etc.)
Class Registration	2. EINROLLMENT TEAM REVIEWS FORMS - Once you have completed this enrollment form and submitted required documentation, you will receive an email confirmation of you Forollment Team will review your submission and contact you with any cuestions.	ur submission. Our
Salance		
My Calendars	3. ENROLLMENT CONFIRMED - Once all information and documentation has been submitted and verified, you will receive a confirmation from Washington Latin of your child's e	enrollment.
School Information	For detailed instructions, please visit the enrollment page https://latinpos.org/enrol12.	
Account Preferences	You can also come to campus for assistance between 8:00 a.m. and 4:00 p.m. If you need an appointment after 4:00 p.m., please cal 202.909.2195 or text 202.760.1935.	
Alert Solutions		



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.