

Washington Latin PCS

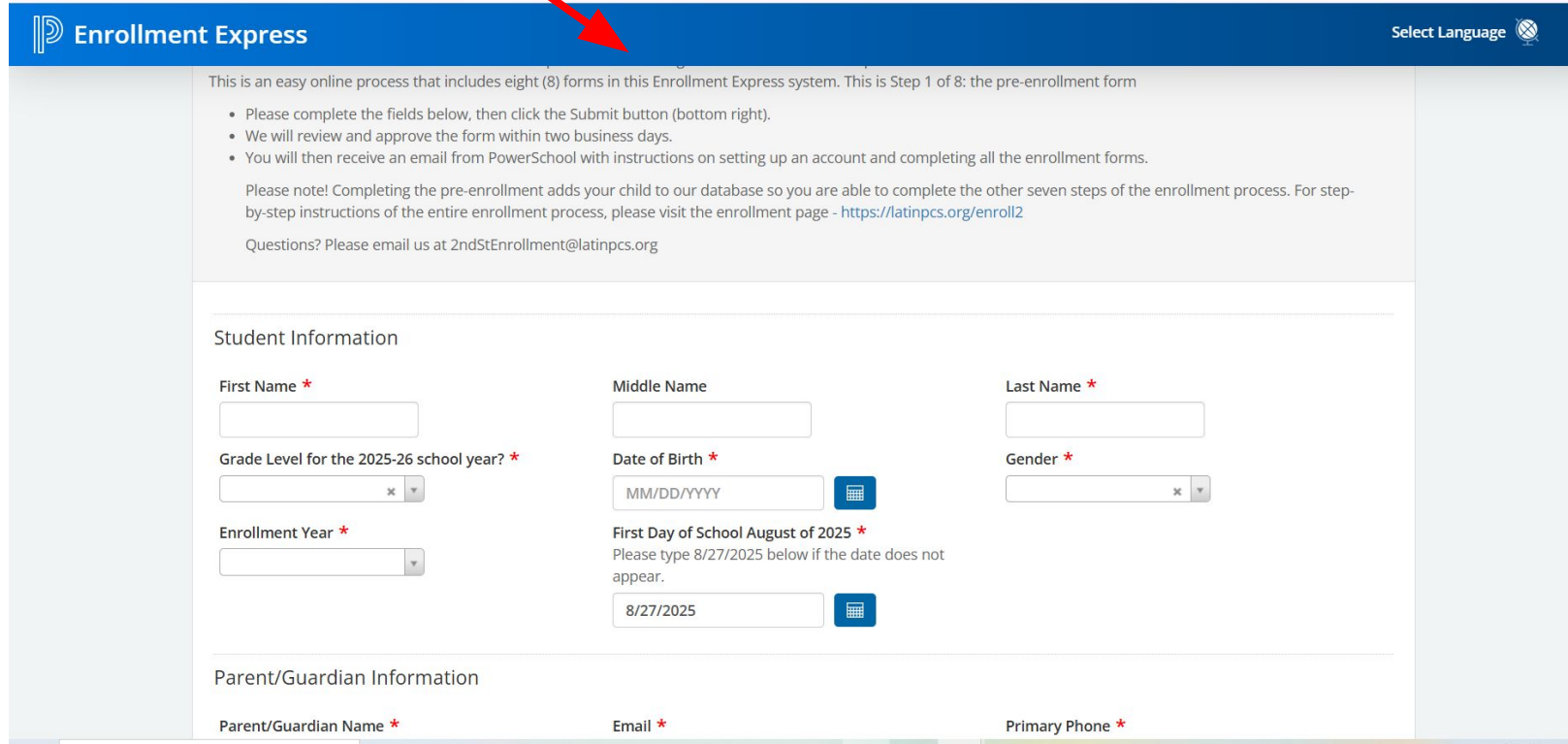
New student enrollment

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

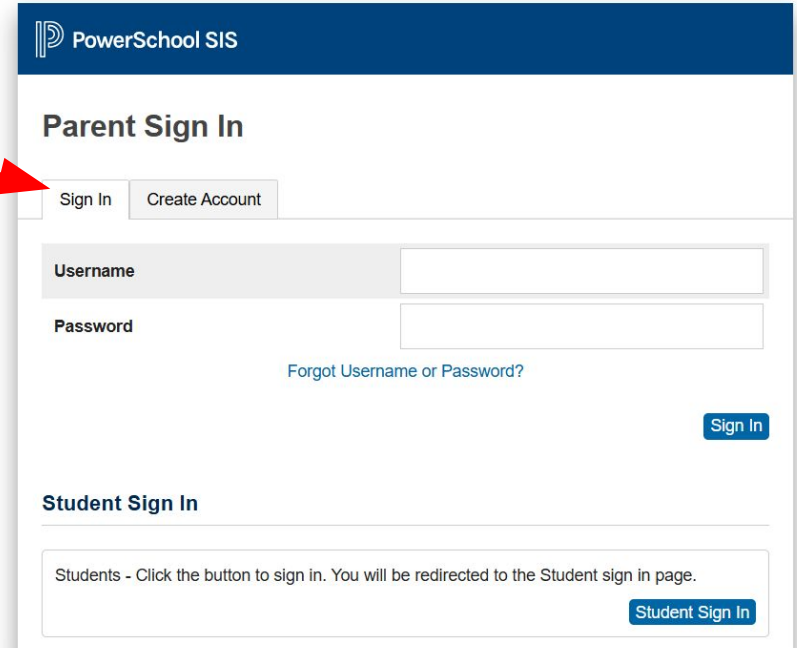
Parent/Guardian Name *	Email *	Primary Phone *
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After you submit it, we approve the form and you receive an email from PowerSchool with instructions on creating a new account. You have an account - so ignore those instructions. You DO need the **ACCESS 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 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 located at the bottom right of the parent sign in section. Below the parent sign in section is the "Student Sign In" section, which contains a message: "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a "Student Sign In" button.

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](#)

Alerting

Enroll Form Listing for [Name]

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

TOGGLE BETWEEN YOUR CHILDREN'S PROFILES

- Once you have added another child to your PS account, you will see both names at the top of the screen.
- Click on the child's name (it will be highlighted in lighter blue) to see their profile and begin enrollment.

Enrollment

Enrollment

1 - STUDENT INFORMATION

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!

- 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

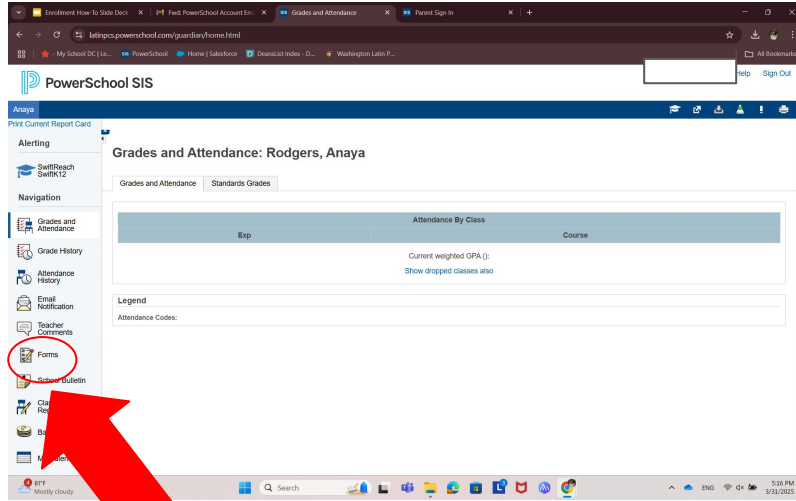
- | | |
|---|-------------|
| 1 - STUDENT INFORMATION | Not Started |
| 2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION | Not Started |
| 3 - STUDENT HOUSEHOLD INFORMATION | Not Started |
| 4 - DC RESIDENCY STEP 1: PROOF OF RESIDENCY | Not Started |
| 5 - DC RESIDENCY STEP 2: RESIDENCY FORM | Not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

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STEP 6

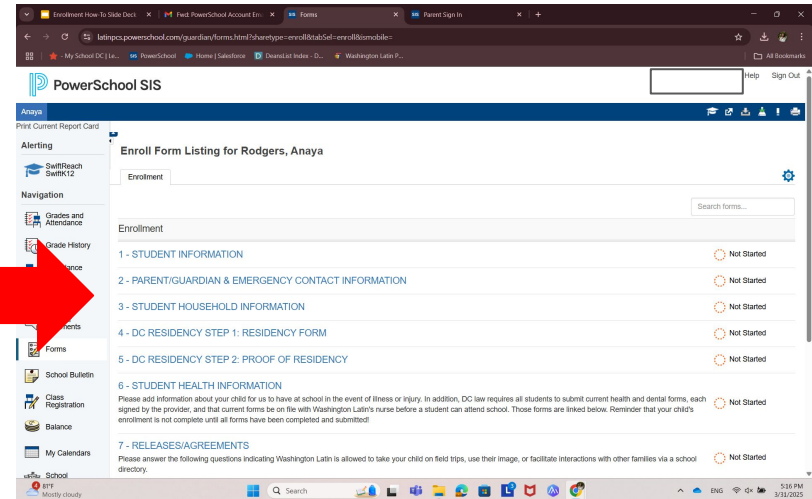
- Now open the forms to begin enrollment.
- Begin with #1 and continue through all steps, including the new student forms. *If you need assistance, just let us know!*

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



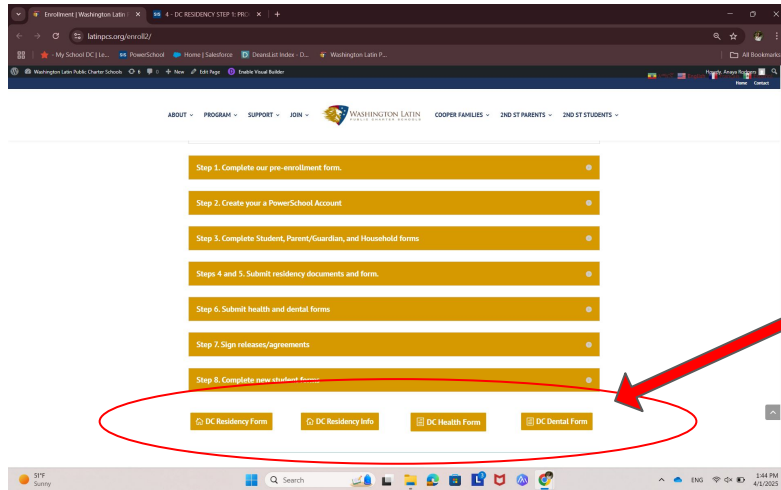
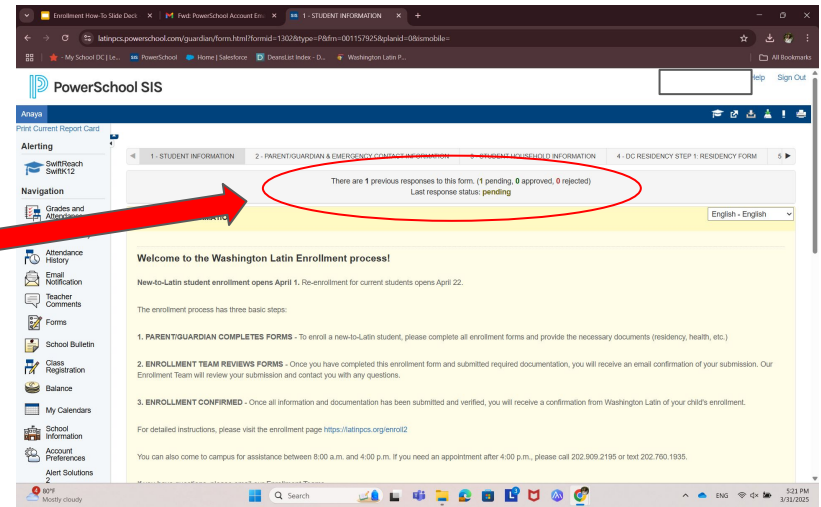
When you click on the Forms tab, you will see this screen with each of the steps you need to complete to enroll your child. You can click between the sections and come back to them as you please.

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.



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.