



# LATIN

## **New Families - WELCOME TO WASHINGTON LATIN!**

Ready to Rock 'n **Enroll**? Here is an *Enrollment  
Quick Start Guide*

# Welcome to Washington Latin!

## Summary of the Enrollment Process

1. Complete the pre-enrollment form (for new students only!) - please see email for the link.
2. *New Latin Parents:* Create a PowerSchool parent account and add your child to account.  
*Returning Latin Parents:* Login to your existing PowerSchool account and add new student to your account.
3. Complete the seven enrollment forms in PowerSchool, plus three more for new students. You upload documents as part of this process.
4. Our team review your submission and confirm that you have completed all forms and uploaded documentation.
5. After our review process is complete, we send you email confirmation that you child's seat is reserved for next year. For new students, we also mark them as enrolled in the MySchoolDC database, which will be confirmed via automatic email.
6. Our enrollment team will then conduct a detailed review of all forms. They will contact you if we need any additional information before the start of school.

Washington Latin PCS Pre-Enrollment Form - Anna Julia Cooper Campus  
 Welcome to the 2026-27 new student enrollment process for Washington Latin's Anna Julia Cooper Campus!  
 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://latipcs.org/enroll02>

Questions? Please email us at [AJCEnrollment@latipcs.org](mailto:AJCEnrollment@latipcs.org)

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**Student Information**

First Name \*

Middle Name

Last Name \*

Grade level for the 2026-27 school year? \*

DOB \*

Gender \*

Select the Washington Latin school your child will enter the fall of 2026.

Cooper Campus Middle School - Grades 5-8

Cooper Campus Upper School - Grades 9-12

First Day of School August 2026 \*  
 Please type in 8/26/2026 if the date does not autopopulate.

Enrollment Year \*

8/26/2026

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**Parent/Guardian Information**

Parent/Guardian Name \*

Email \*

Primary Phone \*

## STEP 1: Pre-Enrollment Form

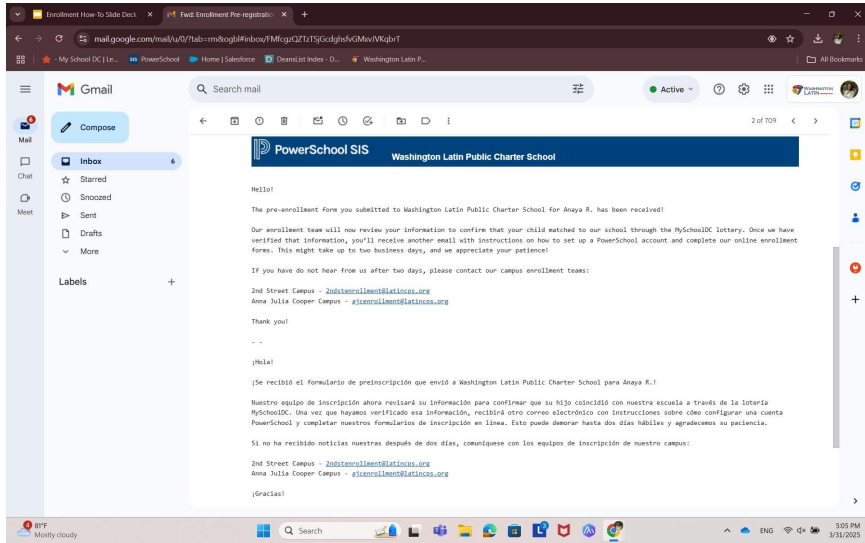
This is the very brief pre-enrollment form where we ask for some basic information to ensure that your child is eligible (matched or offered a waitlist offer) to enroll at Latin. The enrollment team will get this process in 2 business days, but often much often sooner.

If you would prefer to see the form in Spanish, click the select language bar in the top right corner.

After you click submit, you will receive an email from PowerSchool confirming submission.

The screenshot shows the same form as above, but within a browser window. The browser's address bar shows the URL: [latipcs.powerschool.com/public/formbuilder/form.html?formId=1141&request\\_locale=en\\_US](https://latipcs.powerschool.com/public/formbuilder/form.html?formId=1141&request_locale=en_US). The page title is "Enrollment Express". In the top right corner, there is a "Select Language" button, which is circled in orange. An orange arrow points from this button towards the text on the left. The rest of the form content is identical to the previous image.

# NEW TO LATIN PARENTS



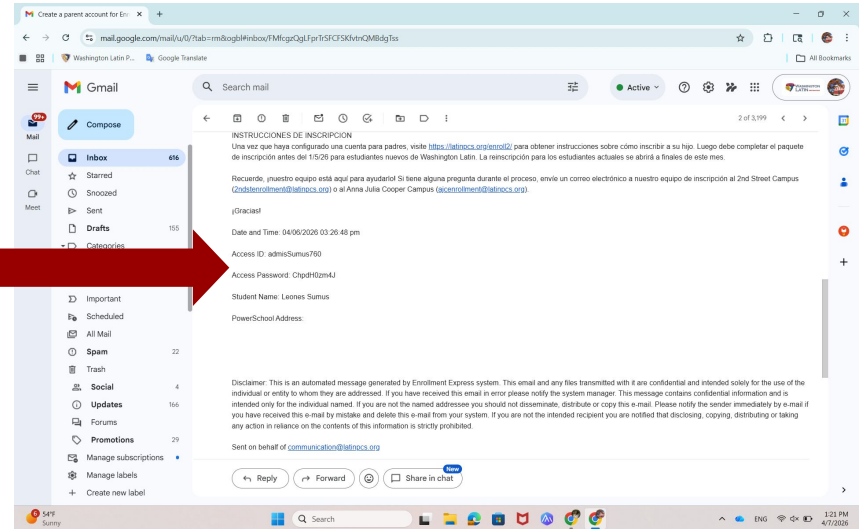
In this email, there is an access ID and password that you will enter during the account creation process to link your child to your account.

(If you already have a PowerSchool parent account, you can sign in and add your new-to-Latin student to that account (see next slide for steps).

# STEP 2: Create a PowerSchool parent account and add your student

Please allow the team up to 2 business days to review and approve this form (though we will try to approve them more quickly).

Once we confirm the information that you recorded on the form, you will receive an email with instructions for creating a PowerSchool parent account



# RETURNING LATIN PARENTS

**STEP 2:** Login to your to your existing PowerSchool account and add your new Latin student

## STEP 2a

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

## STEP 2c

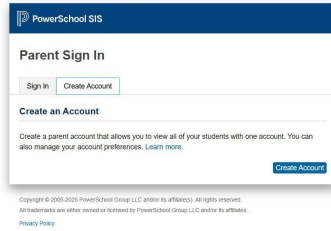
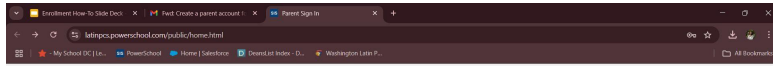
- You see a tab that says STUDENTS under Account preferences. Click that.

## STEP 2d

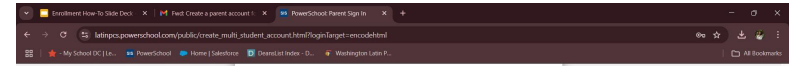
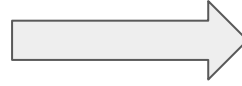
- Far right, you see a button that says ADD. Click that to add your new Latin student to your account with the Access ID & PW

## STEP 2b

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



Click create account and you will move to this screen



## Create Parent Account

### Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:  Be at least 8 characters long  Not be a well known password

### Link Students to Account

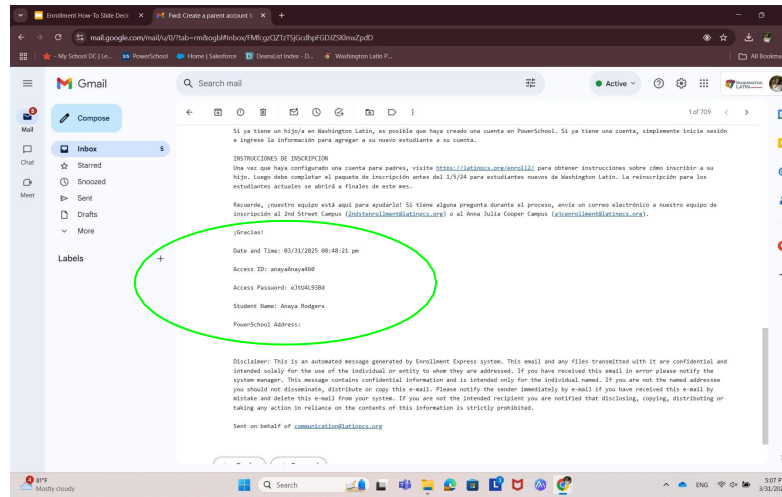
Enter the Access ID and Access Password for each student you wish to add to your Parent Account:

Student Name

Access ID



## STEP 2: Create a PowerSchool Parent Account cont.

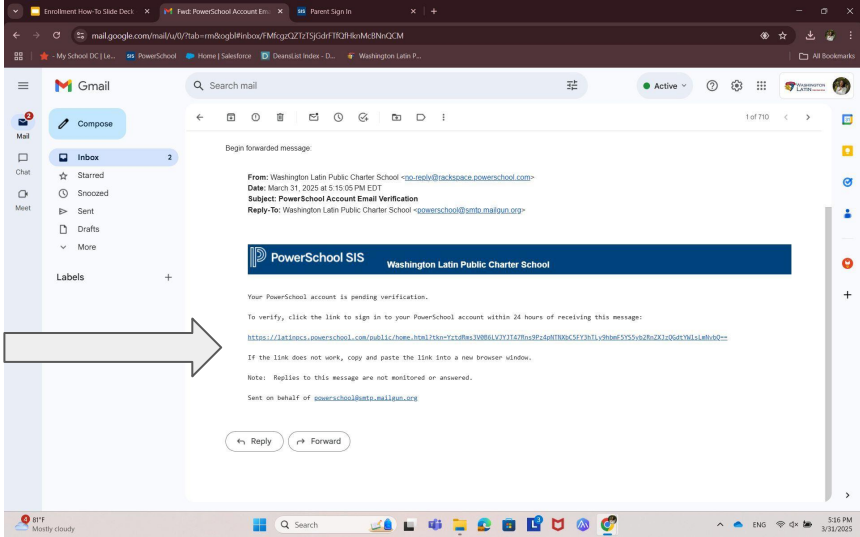


Here is an example of the access ID, password, and student name that you will copy and paste into PowerSchool.

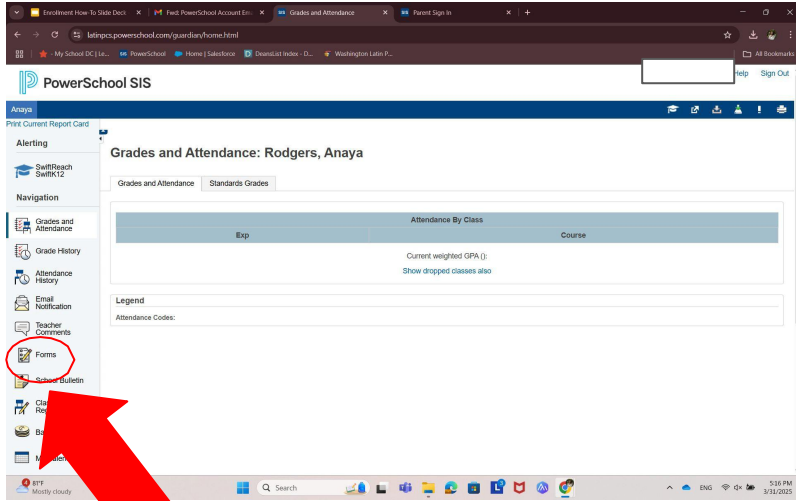
# STEP 3: Verify and login to your new PowerSchool account



Once you submit the information, you will receive an email asking you to verify your account using the link provided.

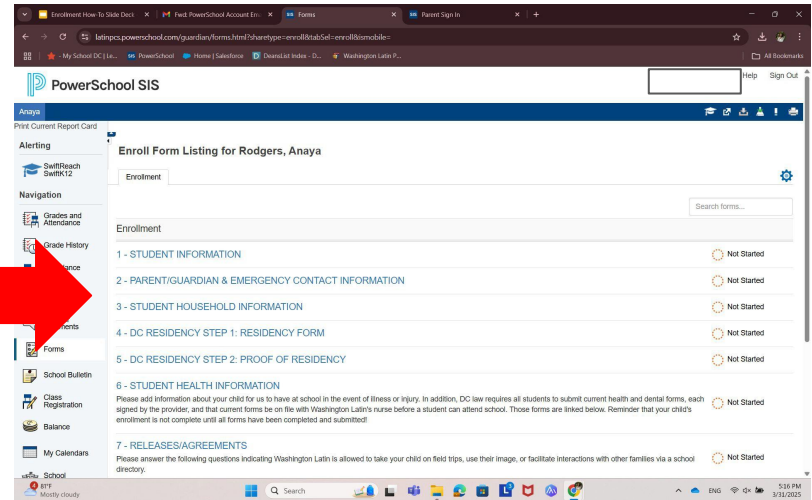


# STEP 4: Find enrollment tab and complete sections 1-9



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.



# NOTE: On the parent tab, you need to edit the box at the top, shown below.

The screenshot shows the 'Alerting' section of a PowerSchool interface. The navigation pane on the left includes items like 'SwiftReach', 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Forms', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', 'School Information', 'Account Preferences', and 'Alert Solutions 2'. The main content area has tabs for '1 - STUDENT INFORMATION', '2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION', '4 - STUDENT HEALTH INFORMATION', and '5 - PERMISSION'. Below the tabs, there is a message: 'There are no previous responses to this form'. The current tab is '2 - PARENT/GUARDIAN & EMERGENCY CONTACT INFORMATION'. Underneath, it says 'Parent/Guardian Contact Information' and provides instructions for new and returning students. Below that, there is a section titled 'Parent/Guardian and Emergency Contact Information \*' with an 'Add' button. A red arrow points to this button. Below the button is a modal window with a list of checkboxes: 'Lives with Student', 'Custody', 'School Pickup', 'Emergency Contact', and 'Data Access'. The 'Data Access' checkbox is checked with a green checkmark, and a red arrow points to it. There are also edit and delete icons in the modal window.

The box at the top is where you add your information that we need AND that defines you as the parent/guardian. To receive emails, grade and attendance notifications, etc., parents/guardians must be shown as one of these boxes.

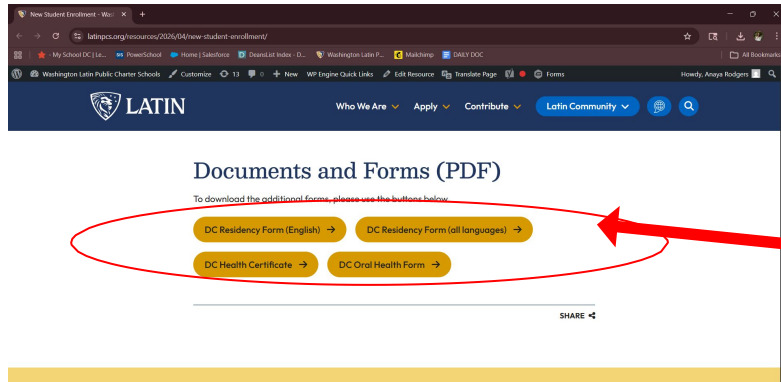
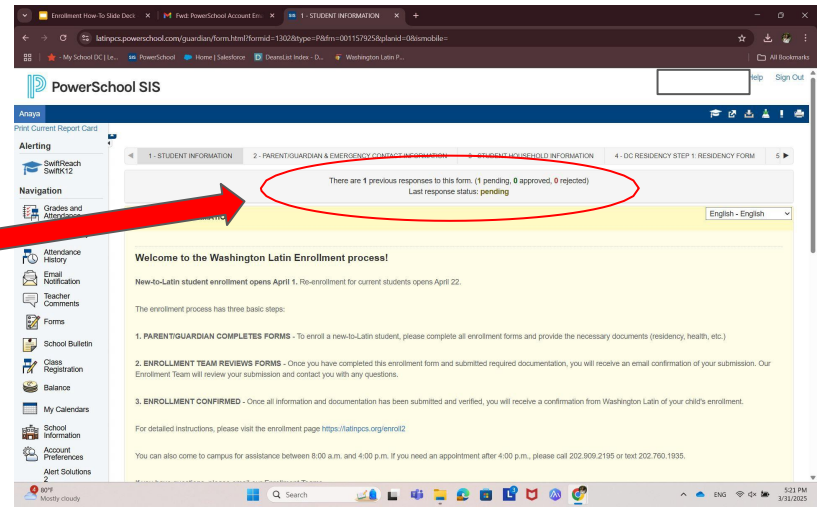
You can also add another parent/guardian in this process by clicking Add.

Note that, if you do add the other parent, you can select any of the items shown at the top (lives with student, custody, etc.) EXCEPT Data Access. This actually means that the parent/guardian has a PowerSchool account, which they can set up through the same process.

Please add the contact information for each parent/guardian, as well as for at least one (1) alternative emergency contact.

# 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.

PowerSchool SIS

Alerting

Navigation

8 - [NEW STUDENTS] SPECIAL NEEDS QUESTIONNAIRE

There are no previous responses to this form

This form is for all new students. It is very important for us to know if your child is currently receiving or has received SPECIAL EDUCATION SERVICES. This includes evaluations, IEP's, 504 plans, English Language Learners, and any other type of service to benefit their academic success.

Child's Name  
Anaya Rodgers

Parent(s) Name \*

Parent Phone  
Home Cell Work

Grade for next year: 5 Date of Birth: 06/16/2002 Current School: \*

Previous school attended: \*

Please check any statement that applies to your student. \*

PowerSchool SIS

Alerting

Navigation

9 - [NEW STUDENTS] HOME LANGUAGE SURVEY

There are no previous responses to this form

Student's Name  
Anaya Rodgers

Is this the first time your student is enrolling in a public school in Washington DC? \*

Yes  
 No, my student already attended a public school in Washington DC prior to Washington Latin. Because of this prior enrollment in a DC public school, I do not need to complete the Home Language Survey. I will click submit below to confirm my answer.

Save My Later Submit

PowerSchool SIS

Alerting

Navigation

9. b - [NEW STUDENTS] - RECORDS REQUEST FORM

There are no previous responses to this form

Student's Name  
Anaya Rodgers

Please complete this form allowing Washington Latin Public Charter Schools to request your child's records from his/her most recent school.

I give my permission to Washington Latin PCS to obtain records for my child, Rodgers, Anaya from (school name) \*

located at (address) \*

Prior School Transcript Upload  
Please upload your student's transcript if your student is entering 8th, 9th, or 10th grade. All other grades are optional.

Upload

Washington Latin is specifically authorized to release the following:  
- Official transcripts/report cards, including grades to date

## STEP 6: Complete new student questionnaires

After you have submitted your enrollment documents, the next step is the new student questionnaires about your child's special education needs, home language, and a records request form.