

## PARENT/GUARDIAN GUIDE TO NEW STUDENT REGISTRATION

Great news! Winchester Public Schools has moved to paperless forms using Powerschool Enrollment Express. New students (Preschool, Kindergarten, and students in any grade who are new to WPS) will complete registration online.

- Use a web browser such as Chrome, Safari, or Firefox
- The PowerSchool mobile app cannot be used for registration.
- Students currently enrolled in Pre-K with WPS do not need to re-enroll online for Kindergarten

**STEP 1: Complete the [pre-registration form](#).** Use the language drop down menu in the top right corner to translate the form if needed.

The screenshot shows the 'Pre-Registration Form' interface. At the top, there's a blue header with the 'Enrollment Express' logo and a 'Select Language' dropdown menu. A red arrow points to this menu with the text 'SELECT LANGUAGE HERE'. Below the header, the form title is 'Pre-Registration Form - Winchester Public Schools'. A welcome message states: 'Welcome! This is the first step in your new student registration process. Please complete and submit this form to start your online registration. Once this form has been received and approved by the school Registrar you will receive an email with information on next steps. That email will include the information needed to create and access your Powerschool Parent Portal account where you will access the enrollment forms needed to complete your student registration.' The 'Student Information' section contains the following fields: 'Student First Name \*', 'Student Middle Name', 'Student Last Name \*', 'Suffix' (with a dropdown arrow), 'Student Date of Birth (DOB) \*' (with a date picker icon), 'Student Gender \*' (with a dropdown arrow), and 'Student Grade Level \*' (with a dropdown arrow).

## STEP 2: Access the [Parent Portal](#)

STEP 2: Access the Parent Portal	
Enrolling a New Student	Enrolling a New Student AND Have Students Currently Enrolled
<p>After you fill out the <a href="#">pre-registration form</a>, you will receive an email with an Access ID and password to set up a Powerschool Parent Portal account.</p> <ul style="list-style-type: none"> <li>• Visit <a href="https://pwrschl.wps.k12.va.us/public/">https://pwrschl.wps.k12.va.us/public/</a></li> <li>• Click on “Create Account” tab</li> <li>• Fill in the information requested for your desired username and password. <ul style="list-style-type: none"> <li>○ Enter your student’s full LEGAL name, Access ID and password (provided in the email you received).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• You should already have a PowerSchool Account. Visit <a href="https://pwrschl.wps.k12.va.us/public/">https://pwrschl.wps.k12.va.us/public/</a> and log in using the username and password you set up previously.</li> <li>• If you do not remember your password, click the “Forgot Username or Password?” link.</li> <li>• Use the Access ID and Password (provided in the email you received) to link your new student to your account.**</li> </ul>



## \*\*Adding a New Student to Your Existing Parent Portal Account

1. On the left side of the screen, you will see a navigation bar. Click “Account Preferences.”
2. Choose the “Students” tab. Click the green plus sign to add your student.

### Account Preferences - Profile



3. Add the access information provided in your email. Click “OK” and you will receive confirmation that changes were saved. Be sure to select the correct tab for the new student at the top left of your

screen to complete registration.

If you experience any problems, please contact your school’s front office.

## STEP 3: Find Enrollment Forms

On the left side of the screen, you will see a navigation bar. Click “Forms.”

Once you have selected forms, choose your preferences by selecting the blue wheel.

**-Enable Parent Notifications** if you would like email notifications when your forms have been approved. Multiple email addresses can be added. Separate email addresses with a comma - no spaces.

**-Choose Your Language.** Click “Save.”

## STEP 4: Complete Enrollment Forms

Listed on your screen will be a total of 10 forms that need to be completed for your student. You **MUST** complete all required fields and click “Submit” at the bottom of **each** form.

The screenshot shows a web interface for enrollment forms. At the top, there is a tab labeled 'Enrollment' and a search bar. Below the search bar, a list of 10 forms is displayed, each with a status indicator of 'Not Started'.

Form Name	Status
WPS	
A. Student Demographics	Not Started
Acknowledgment of Completion	Not Started
B. Address Verification   Proof of Residency   McKinney-Vento Screening	Not Started
C. Student Contacts	Not Started
D. Previous Enrollment   Records Release	Not Started
E. Home Language Survey	Not Started
F. Medical Information   Over-the-Counter Medication Permission   Permission for Treatment	Not Started
G. Digital Learning Device Use Agreement	Not Started
H. Student Involvement Permission Form   Annual Notifications	Not Started
I. Transportation Form	Not Started

Once all 10 forms have been submitted, you can click on Forms on the left side navigation bar and your screen should look like the image below. Your student’s enrollment process is **complete!** Forms that say Pending Review will be reviewed and approved by your student’s school. If we have any issues or questions, you will be notified by the school.

The screenshot shows the same web interface as before, but now all 10 forms have a status indicator of 'Pending Review'.

Form Name	Status
WPS	
A. Student Demographics	Pending Review
Acknowledgment of Completion	Pending Review
B. Address Verification   Proof of Residency   McKinney-Vento Screening	Pending Review
C. Student Contacts	Pending Review
D. Previous Enrollment   Records Release	Pending Review
E. Home Language Survey	Pending Review
F. Medical Information   Over-the-Counter Medication Permission   Permission for Treatment	Pending Review
G. Digital Learning Device Use Agreement	Pending Review
H. Student Involvement Permission Form   Annual Notifications	Pending Review
I. Transportation Form	Pending Review

## APPENDIX A: Upload a Document from a Computer

You will upload documents during the registration process, including: birth certificate, 2 proofs of residency, immunization record, health physical, proof of income if applying for preschool, and parent/guardian photo identification.

### [Full Proof of Residence Guidelines](#)

**STEP 1: Save the document to a folder on your computer in one of the accepted file formats. Files should be in PDF, JPEG, or PNG format and no larger than 2 MB. Click UPLOAD.**

You are required to provide two (2) Proofs of Residency in the City of Winchester. \*If you are unable to upload the required proofs of residency please provide them directly to the school registrar. Registration will not be complete until they are provided.

- Rental Agreement/ Lease
- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.

Proof of Residency 1 \*

Upload 



Proof of Residency 2 \*

Upload 

**STEP 2: Click BROWSE to search for your saved document on your computer.**

You are required to provide two (2) Proofs of Residency in the City of Winchester. \*If you are unable to upload the required proofs of residency please provide them directly to the school registrar. Registration will not be complete until they are provided.

- Rental Agreement/ Lease
- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.

Proof of Residency 1 \*

Upload 

SIS Document Attachment

Click the Browse button to select a file

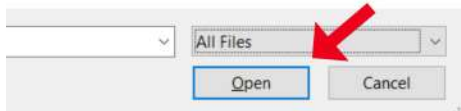
Browse

Upload

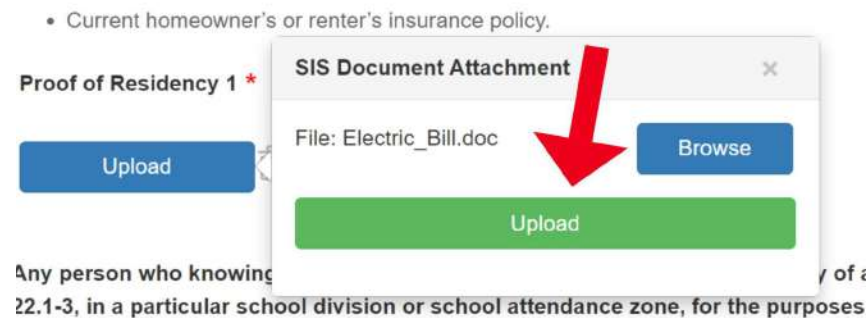


Any person who knowingly enrolls a child in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student

### STEP 3: Choose the document and click OPEN.



### STEP 4: Once you have attached the document, click UPLOAD.



### STEP 5: The document will now appear by the Upload button.

You are required to provide two (2) Proofs of Residency in the City of Winchester. Please provide them directly to the school registrar. Registration

- Rental Agreement/ Lease
- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the City
- Current homeowner's or renter's insurance policy.

**Proof of Residency 1 \***



Electric\_Bill.doc



**Proof of Residency 2 \***





## APPENDIX B: Upload a Document from an iPhone:

You will upload documents during the registration process, including: birth certificate, 2 proofs of residency, immunization record, health physical, proof of income if applying for preschool, and parent/guardian photo identification.

**STEP 1: Save the document to your phone as a photo or file. Files should be in PDF, JPEG, or PNG format and no larger than 2 MB.**


**Click UPLOAD. You may also take a photo of your document after selecting “Upload” if you have not already saved it.**

**You are required to provide two (2) Proofs of Residency in the City of Winchester. \*If you are unable to upload the required proofs of residency please provide them directly to the school registrar. Registration will not be complete until they are provided.**


- Rental Agreement/ Lease
- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.



**Proof of Residency 1 \***

Upload

Electric\_Bill.doc 

**Proof of Residency 2 \***

Upload 

AA  pwrschl.wps.k12.va.us 

## STEP 2: Click **BROWSE** to search for your photo or file on your phone.

- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.

**Proof of Residency 1 \***

Upload

**SIS Document Attachment** X

Click the Browse button to select a file

Browse

Upload

§ 22.1-5, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii)

## STEP 3: Choose whether your document is an image or file, OR take a photo of your document.

- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.

**Proof of Residency 1 \***

Upload

**SIS Document Attachment** X

Click the Browse button to select a file

Browse

Photo Library

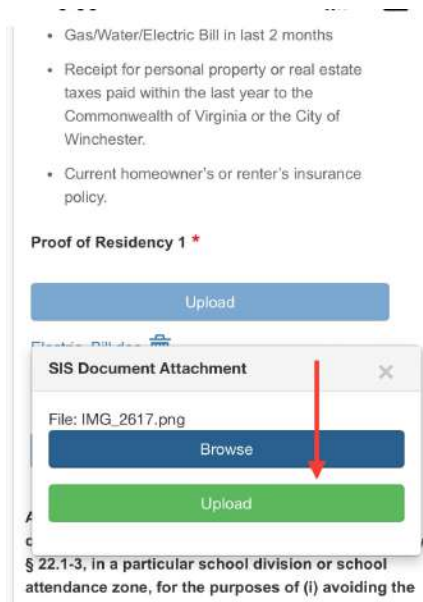
Take Photo

Choose File

enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4



**STEP 4: Once you have attached the document, click UPLOAD.**



• Gas/Water/Electric Bill in last 2 months

• Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.

• Current homeowner's or renter's insurance policy.

**Proof of Residency 1 \***

Upload

**SIS Document Attachment**

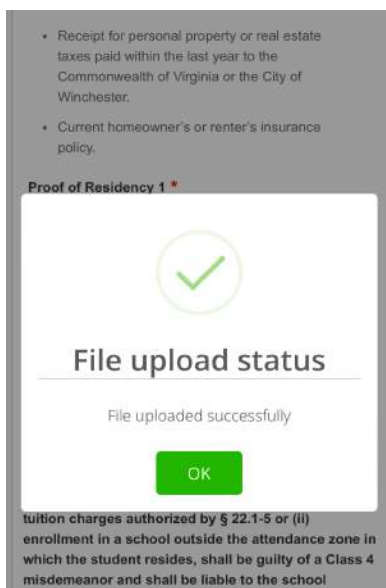
File: IMG\_2617.png

Browse

Upload

§ 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the

**STEP 5: You will get a confirmation if the upload is successful.**



• Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.

• Current homeowner's or renter's insurance policy.

**Proof of Residency 1 \***

File upload status

File uploaded successfully

OK

tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school

## STEP 6: The document will now appear by the Upload button.

- Gas/Water/Electric Bill in last 2 months
- Receipt for personal property or real estate taxes paid within the last year to the Commonwealth of Virginia or the City of Winchester.
- Current homeowner's or renter's insurance policy.

### Proof of Residency 1 \*

Upload

Electric\_Bill.doc 

### Proof of Residency 2 \*

Upload

IMG\_2612.jpeg 

Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (iii)