

## 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.

**Enrollment Express** Select Language

Pre-Registration Form

**Pre-Registration Form - Winchester Public Schools**

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.

**Student Information**

Student First Name \* Student Middle Name Student Last Name \*

Suffix

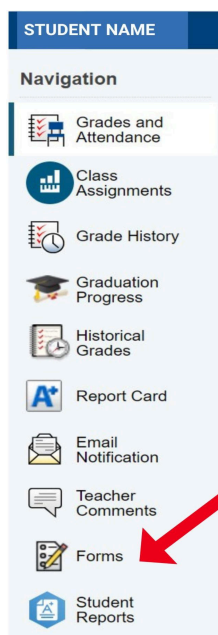
Student Date of Birth (DOB) \* MM/DD/YYYY

Student Gender \* Student Grade Level \*

**SELECT LANGUAGE HERE**

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

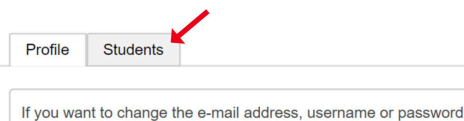
STEP 2: Access the Parent Portal	
Enrolling a New Student	Enrolling a New Student AND Have Students Currently Enrolled
<p>After you fill out the <a href="#">pre-registration form</a>, you will receive an email with an Access ID and password to set up a Powerschool Parent Portal account.</p> <ul style="list-style-type: 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.**

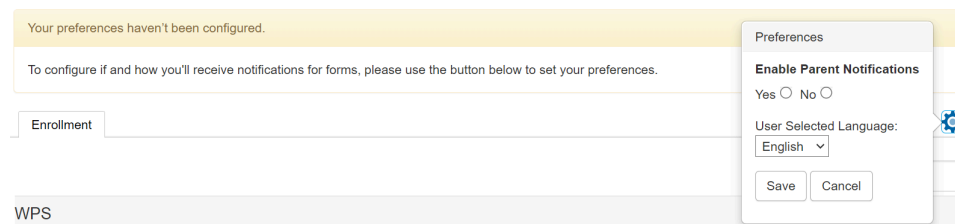
## **STEP 3: Find Enrollment Forms**

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.

Enrollment		Search forms...
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.

WPS	
A. Student Demographics	Pending Review
Last Entry: 03/11/2024 10:43:16 AM	
Acknowledgment of Completion	Pending Review
Last Entry: 03/11/2024 10:49:28 AM	
B. Address Verification   Proof of Residency   McKinney-Vento Screening	Pending Review
Last Entry: 03/11/2024 10:44:01 AM	
C. Student Contacts	Pending Review
Last Entry: 03/11/2024 10:44:37 AM	
D. Previous Enrollment   Records Release	Pending Review
Last Entry: 03/11/2024 10:45:28 AM	
E. Home Language Survey	Pending Review
Last Entry: 03/11/2024 10:46:19 AM	
F. Medical Information   Over-the-Counter Medication Permission   Permission for Treatment	Pending Review
Last Entry: 03/11/2024 10:46:59 AM	
G. Digital Learning Device Use Agreement	Pending Review
Last Entry: 03/11/2024 10:47:16 AM	
H. Student Involvement Permission Form   Annual Notifications	Pending Review
Last Entry: 03/11/2024 10:47:49 AM	
I. Transportation Form	Pending Review
Last Entry: 03/11/2024 10:48:23 AM	

## 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

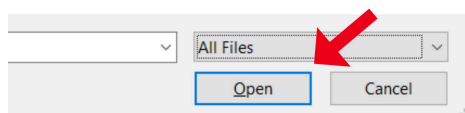
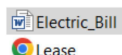
Browse

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.

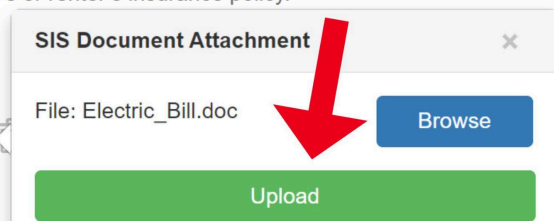


### STEP 4: Once you have attached the document, click UPLOAD.

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

Proof of Residency 1 \*

Upload



Any person who knowing  
22.1-3, in a particular school division or school attendance zone, for the purposes

### 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 Win  
residency 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 Cc
- Current homeowner's or renter's insurance policy.

Proof of Residency 1 \*

Upload

Electric\_Bill.doc



Proof of Residency 2 \*

Upload



## 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

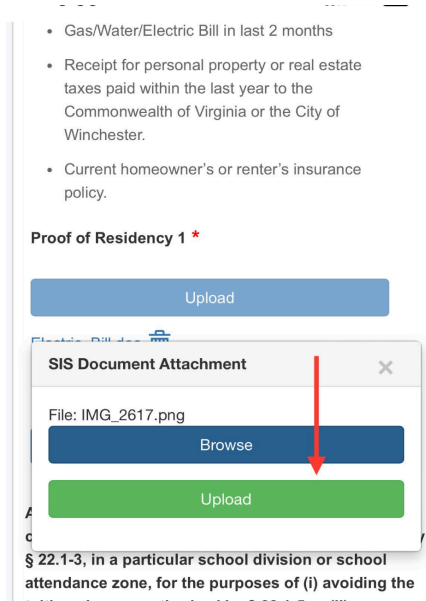
school

avoiding the (ii)

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**

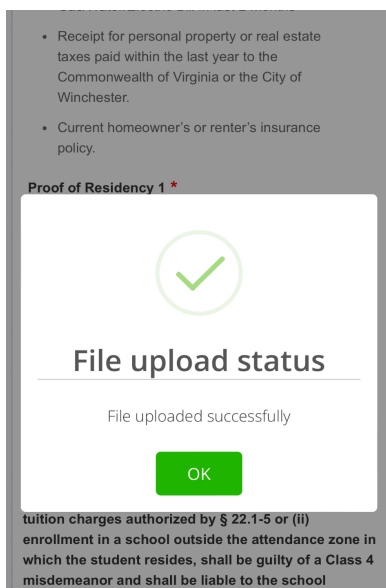
File: IMG\_2617.png

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)