

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.

- Students currently enrolled in Pre-K with WPS who are moving to Kindergarten should skip the pre-registration form and start on STEP 3.
- Use a web browser such as Chrome, Safari, or Firefox.
- The PowerSchool mobile app cannot be used for registration.

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 Powerschool Enrollment Express interface. At the top left is the 'Enrollment Express' logo. At the top right is a 'Select Language' dropdown menu with a globe icon. Below this is the 'Pre-Registration Form' title and a red arrow pointing to the language menu with the text 'SELECT LANGUAGE HERE'. The main content area is titled 'Pre-Registration Form - Winchester Public Schools' and contains a welcome message. Below the message is a 'Student Information' section with the following fields: Student First Name (required), Student Middle Name, Student Last Name (required), Suffix (dropdown), Student Date of Birth (DOB) (required, MM/DD/YYYY format), Student Gender (required, dropdown), and Student Grade Level (required, dropdown).

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 pre-registration form, 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"> ● Visit https://pwrschl.wps.k12.va.us/public/ ● Click on “Create Account” tab ● Fill in the information requested for your desired username and password. ○ Enter your student’s full LEGAL name, Access ID and password (provided in the email you received). 	<ul style="list-style-type: none"> ● You should already have a PowerSchool Account. Visit https://pwrschl.wps.k12.va.us/public/ and log in using the username and password you set up previously. ● If you do not remember your password, click the “Forgot Username or Password?” link. ● Use the Access ID and Password (provided in the email you received) to link your new student to your account.**



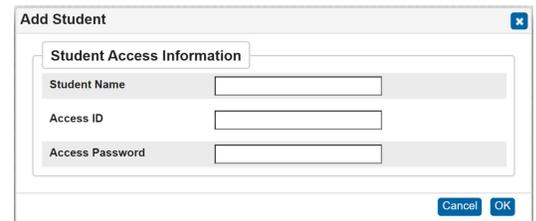
****Adding a New Student to Your Existing Parent Portal Account**

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.

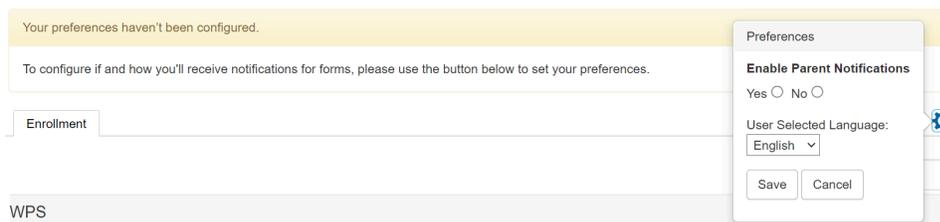
STEP 3: Find Enrollment Forms

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	
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 Last Entry: 03/11/2024 10:43:16 AM	Pending Review
Acknowledgment of Completion Last Entry: 03/11/2024 10:49:28 AM	Pending Review
B. Address Verification Proof of Residency McKinney-Vento Screening Last Entry: 03/11/2024 10:44:01 AM	Pending Review
C. Student Contacts Last Entry: 03/11/2024 10:44:37 AM	Pending Review
D. Previous Enrollment Records Release Last Entry: 03/11/2024 10:45:28 AM	Pending Review
E. Home Language Survey Last Entry: 03/11/2024 10:46:19 AM	Pending Review
F. Medical Information Over-the-Counter Medication Permission Permission for Treatment Last Entry: 03/11/2024 10:46:59 AM	Pending Review
G. Digital Learning Device Use Agreement Last Entry: 03/11/2024 10:47:16 AM	Pending Review
H. Student Involvement Permission Form Annual Notifications Last Entry: 03/11/2024 10:47:49 AM	Pending Review
I. Transportation Form Last Entry: 03/11/2024 10:48:23 AM	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 *   Proof of Residency 2 * 

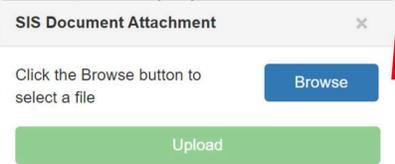
 

STEP 2: Click BROWSE to search for your saved document on your computer.

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

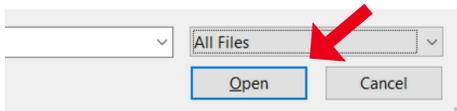
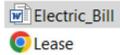
Proof of Residency 1 * 

The dialog box contains: "Click the Browse button to select a file", a "Browse" button (with a red arrow pointing to it), and an "Upload" button.

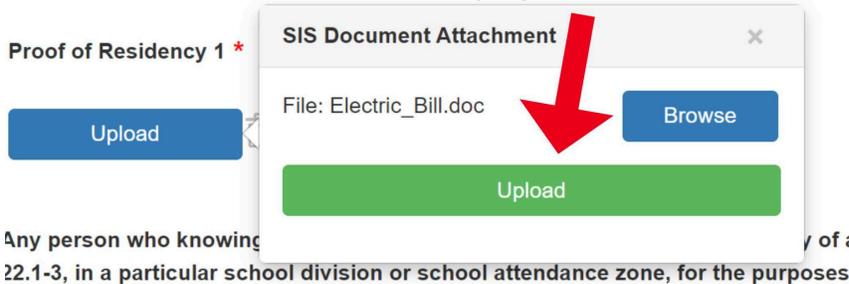
Any person who knowingly provides false information to the school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student

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.



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.



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.

The screenshot shows a mobile web interface for uploading documents. At the top, a message states: "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." Below this is a bulleted list of acceptable documents: 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, and Current homeowner's or renter's insurance policy. The form then asks for "Proof of Residency 1 *" and shows a blue "Upload" button. Below that, a file named "Electric_Bill.doc" is shown with a trash icon. The second section asks for "Proof of Residency 2 *" and shows another blue "Upload" button with a trash icon. A red arrow points from the "Upload" button for the first proof to the "Upload" button for the second proof. At the bottom, a browser address bar shows "AA" and the URL "pwrschl.wps.k12.va.us".

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

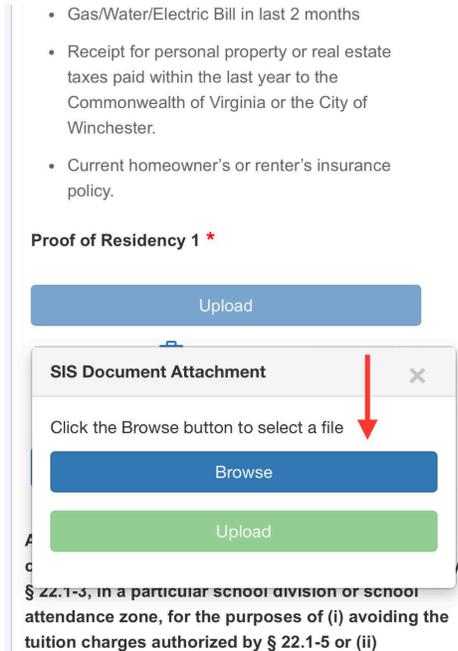
Electric_Bill.doc 

Proof of Residency 2 *

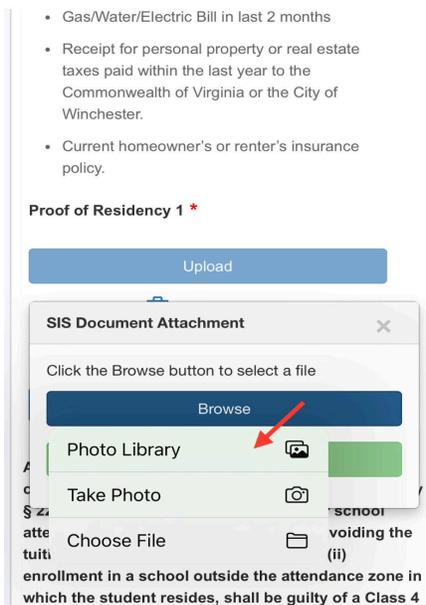
Upload 

AA  pwrschl.wps.k12.va.us 

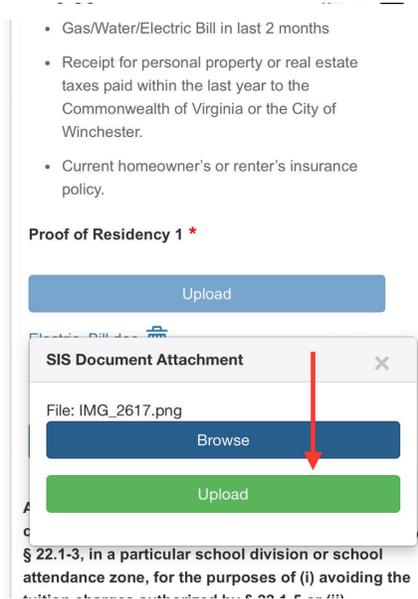
STEP 2: Click BROWSE to search for your photo or file on your phone.



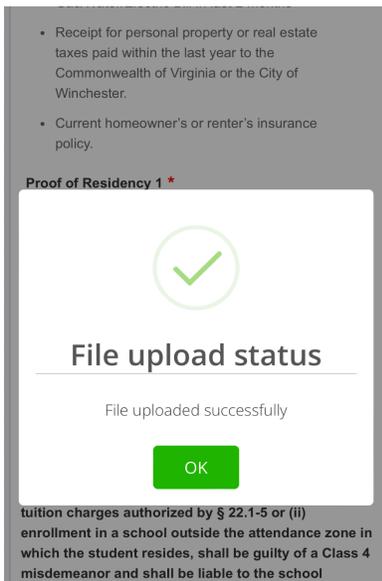
STEP 3: Choose whether your document is an image or file, OR take a photo of your document.



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



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



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 (ii)