PowerSchool Enrollment Express

WCPS Online Registration User Guide

IMPORTANT NOTE: When registering students online, parents/guardians must use a web browser such as Chrome, Safari, or Firefox. The PowerSchool mobile app cannot be used to register students. Students who are currently enrolled in a WCPS Pre-K program do not need to re-enroll online for Kindergarten, nor do students who are receiving services from staff within WCPS. Since these students are already active in PowerSchool, they will roll over to the next grade level during the summer just like all of our other active students. If additional documentation is required, the school's registrar will notify the parent/guardian.

Section 1: Parents

To register online, go to the Warren County Public Schools website at https://www.wcpsva.org and click on Online Registration.

On the Registration Information page, click on Register Online to be directed to the New Student Pre-Registration Form.

Student Registration

REGISTER ONLINE

ONLINE REGISTRATION GUIDE

WARREN COUNTY PUBLIC SCHOOLS

KINDERGARTEN REGISTRATION

2023 - 2024 SCHOOL YEAR

WHO:	Children who will be 5 years old on or before September 30, 2023 *Register at the school in which your child is zoned to attend
WHERE AND WHEN:	March 27, 2023 - Register online March 28, 2023 - 4:30 pm - 6:30 pm - Individual Elementary Schools *Register at the school in which your child is zoned to attend

On the New Student Pre-Registration Form, complete all required fields marked with an *. Be sure to select the correct Grade Level and Entry Year in which you are registering your child for.

Enrollment Express

English

Spanish

New Student Pre-Registration Form

Student Information

First Name *

Middle Name

Last Name *

Home Phone *
xxx-xxx-xxxx

DOB *
mm/dd/yyyy
MM/DD/YYYY

Gender *

Grade Level *

Entry Year *

Entry Date *
MM/DD/YYYY

Please note the following:

● Parents can use the Language drop down menu in the upper right to translate the form to Spanish.

● The Pre-Registration form is just the first step of the enrollment process.

● There is only ONE Pre-Registration form. This Pre-Registration form can be used to register students for Kindergarten for the next school year AND for immediate enrollment of a student in any grade level (K-12) during the current school year.

● The parent/guardian will need to accurately choose the Grade Level the Student Will Enter, the Enrolling School Year along with other fields marked with an *

● Once admin approves the Pre-Registration the parent/guardian submits, the parent/guardian will receive an email with directions to complete the Enrollment forms.

Upon submission of the Pre-Registration form, the parent/guardian will receive a Success Message that says:

Success!

You will receive a confirmation email letting you know we received your pre-registration form. If you don't, please check your Junk Mail folder before calling the school. Once admin approves your pre-registration, you will get a second email with instructions to create your PowerSchool Parent Access account. Creating your PowerSchool Parent Access account is necessary to access the required student enrollment forms to complete the final registration process.

Usually right away, but definitely within 15 minutes, the parent/guardian will receive an email that says:

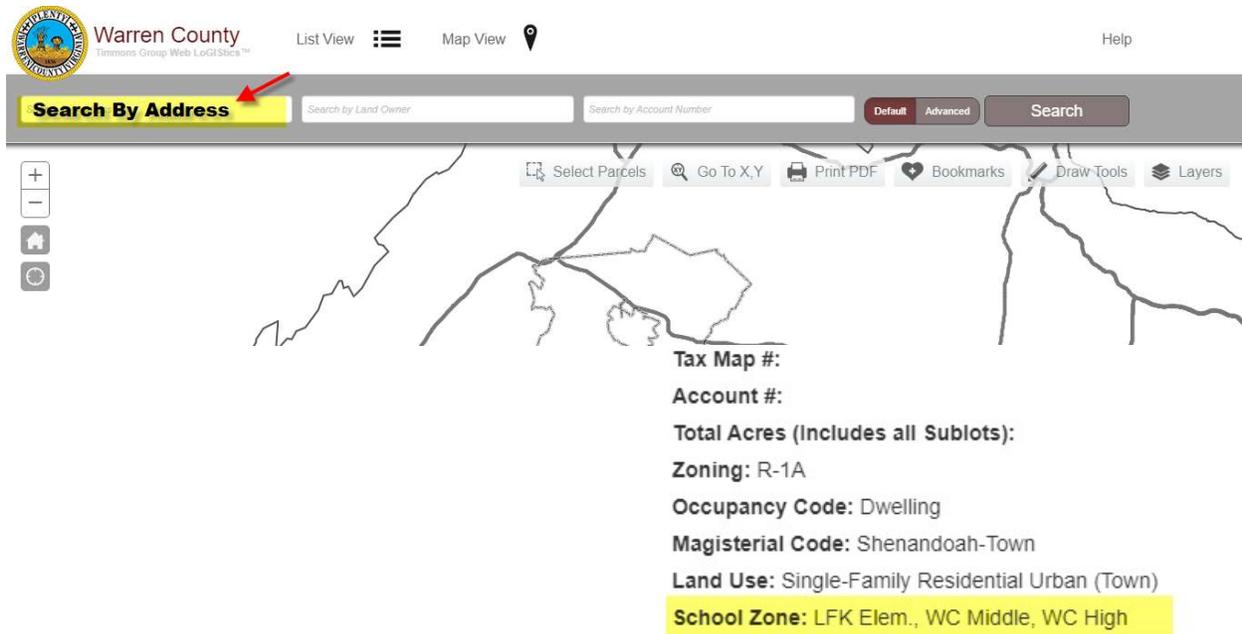*New Student Enrollment Pre-Registration Received!*

Thank you for beginning the pre-registration process for enrolling a new student with Warren County Public Schools.

Once admin approves your pre-registration form, you will receive an email containing directions to create your PowerSchool Parent Access account. You must log into your PowerSchool Parent Access account to access the required enrollment forms to complete the final registration process.

If you have any questions, please call the school your student will be attending.

To verify which school zone your student resides in, click on the link below and enter the address in the "Search By Address" field:

https://warrengis.org/#/mwl

Once admin approves the Pre-Registration form, the parent/guardian will receive an email that says:

New Student Registration in Parent Portal

Thank you for beginning the process of enrolling your student with Warren County Public Schools. Below are instructions to complete the enrollment process.

Step 1: Set up a PowerSchool Parent Access account in the parent portal.
If you do not already have a PowerSchool Parent Access account, you can set one up by doing the following:
    1. Open the internet browser on your computer
    2. Type (or copy and paste) https://powerschool.wcps.k12.va.us/public into the address bar.
    3. Click on "Create New User" Tab
    4. Fill in the information requested for your desired username and password.
    5. Enter your student's full name, Access ID and Password (see below)
**If you already have a PowerSchool Parent Access account, log in and use the Access ID and Password below to link your new student account.

Step 2: Provide Documentation.

The following documentation is required and can be uploaded when filling out the enrollment pages:

*Birth Certificate

*Parent/Guardian Driver's License

*Physical/Immunization Records

*Custody documents (if applicable)

*Proof of Residency (Utility bill, lease agreement, mortgage statement) ***_If you are living with someone else, we require a notarized residency affidavit along with their utility bill, lease agreement, or mortgage statement._

Step 3: Complete Enrollment forms
1. In the Parent Portal, select the student you are enrolling at the top and click on the Forms link in the left Navigation menu.

2. Click on the Enrollment tab and then click on Preferences button. To enable Parent Notifications select "Yes", enter the email address you would like to receive notifications (*Multiple addresses can be entered and should be separated only by a comma (no spaces*), select the desired language and then click Save. By enabling notifications, you will be notified when a form is approved or rejected.

3. On the Enrollment Page, under Form Name, click on Page 1: Student Address. At the bottom of each Enrollment Page, there is a Save for Later button and a Submit button. When the parent/guardian clicks on Submit, the next Enrollment Page will appear, moving them through the Enrollment forms in order. As the parent/guardian submits each page, the page will turn light yellow and have a Pending Status. Empty Status means that the Enrollment Page still needs to be filled in. As the school registrar approves each page of enrollment, the page status will turn back to white and show it has been Approved. Certain pages are only allowed to be submitted by the parent/guardian ONCE. This is noted in the Form Description of the Enrollment Page. Unless noted, the Enrollment Page can be submitted more than once and it will return to Pending Status while awaiting approval from the school registrar.

If you are unable to upload documentation via the document upload elements on any of the Enrollment forms, please bring the documentation to your student's school office within one week of submitting the Enrollment forms. If there are any issues with the Pre-Registration form or the Enrollment forms, the school registrar will reach out to the parent/guardian through email or a phone call to get further information.

**School offices are open Monday-Friday between 8:00 AM-4:30 PM.