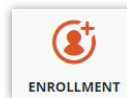# ONLINE ENROLLMENT
# For NEW families

Everett Public Schools is using PowerSchool Online Enrollment to assist in enrolling new students for one of our schools. This Online Enrollment system allows parents to register their students using any computer or mobile device at their own convenience. Be sure to have any required documents and allow 30 minutes to complete this Online Student Enrollment Form.

**Proof of Age Documentation** - Acceptable documents include: A birth certificate; a religious, hospital, or physician's certificate showing date of birth; a passport; an adoption record; or any other documents permitted by law. Proof of age is only required for students who have not previously attended school and who are entering kindergarten or first grade.

**Proof of Address** - Acceptable documents include: utility bill, rental agreement, homeowner's policy, etc. The document must show the parent/guardian's name and address.

Ready to enroll your student? Follow the steps below.

1. Go to your child's school website or to the district website (www.everettsd.org), click on the "Enrollment" icon.

2. Click on the appropriate grade level you are enrolling for. The "General Enrollment" button is for all other grades. Scroll down to the "Online Enrollment" section, then click on your preferred language to start filling out the form. Use the orange "Enroll Online" icon if enrolling for upcoming fall school year, the blue "Enroll Online" icon is for the current school year.



3. Sign-in or create a new account. Email address is required.

- If you are new to our district, you can click on "Create Account" button to start setting up your account.
- If you applied for a School Transfer using the online form, sign-in using the same login credentials. Click on the "Dashboard" on the top right corner of the page then select "New Student Registration".

4. Once you have started the "New Student Registration" form, continue through all the screens until you reach the "Review and Submit" page. If you need to register multiple students, you will have an opportunity to copy information from your initial registration-saving you time.

Upon completion of the online form, you will receive a confirmation email from the system. If you have questions, please call your child's school.

**Get help with Enrollment Online:** Open ticket: https://help.powerschool.com/t5/Support-Case-Chat/ct-p/SupportCaseChat  Phone: (866) 752-6850, Monday through Friday, 8-5 pm EST.

*Updated: March 2, 2023*