



ONLINE ENROLLMENT

Families with current EPS students



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 enroll 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: a 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.

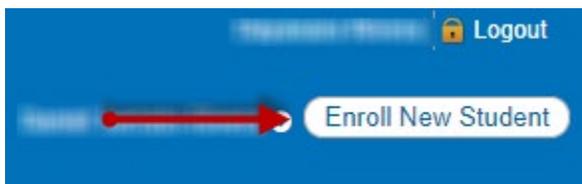


2. Click on the appropriate grade level you are enrolling for. The "General Enrollment" button is for all other grades. Scroll down to the "Families with Current Students" section, then click on the "INFO" icon to get to Home Access Center (HAC) website.

3. Sign-in using your LMS Guardian account (same password you use to access Gradebook or Canvas).

- If you do not know your LMS Guardian account information, please send an email to LMS@everettsd.org using the email address you have registered at the school. Please include the following information in your request:
 - Your student's name(s), which school they attend, and student ID number. All students' names should be included in one email
 - Your name
 - Your relationship to the child (mother, father, guardian, etc.)

4. Once logged in to HAC, go to the top-right corner and click on "Enroll New Student".



5. A pop-up window will show with available forms, select “New Student Registration” for the school year that your student will start attending school.

Enroll New Student	
Available Forms	
Form Name	
New Student Registration	Start
School Transfer Request	Start

6. Add a check mark to the compliance box and click on “Begin Forms” to proceed. This step is necessary only once.

Access Online Forms

You have requested to complete online forms for Everett Public Schools from your eSchoolPlus Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

This step is necessary only once – subsequently you will be automatically logged in from your eSchoolPlus Parent Portal.

New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

To comply with COPPA, I affirm that I am 13 years or older.

[Begin Forms](#)

6. A new window will open, 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: Check out our [Frequently Asked Questions website](#).

Open ticket: <https://help.powerschool.com/t5/Support-Case-Chat/ct-p/SupportCaseChat>

Phone: (866) 752-6850, Monday through Friday, 8-5 pm EST.