



# 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](http://www.everettsd.org)), click on the "Enrollment" icon.

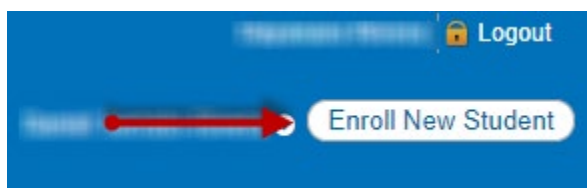


2. Click on the appropriate grade level you are enrolling for. The "General Enrollment" button is for all other grades. Scroll down to the "Families with Current Students" section, then click on the "INFO" icon to get to Home Access Center (HAC) website.

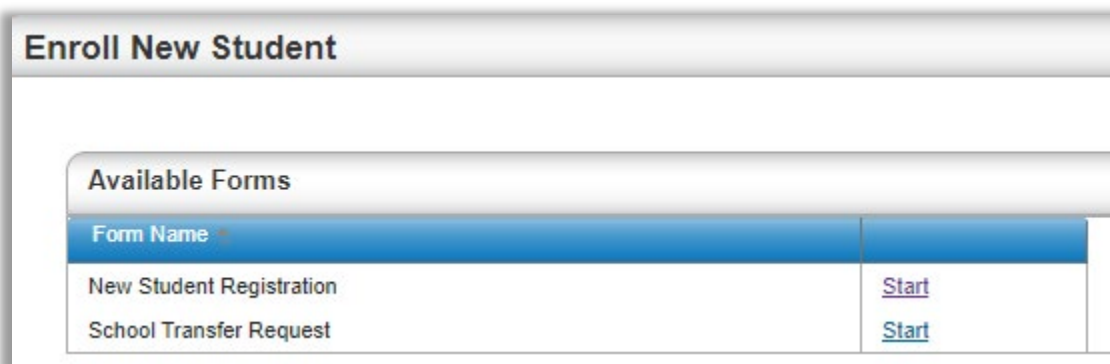
3. Sign-in using your LMS Guardian account (same password you use to access Gradebook or Canvas).

- If you do not know your LMS Guardian account information, please send an email to [LMS@everettsd.org](mailto: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".



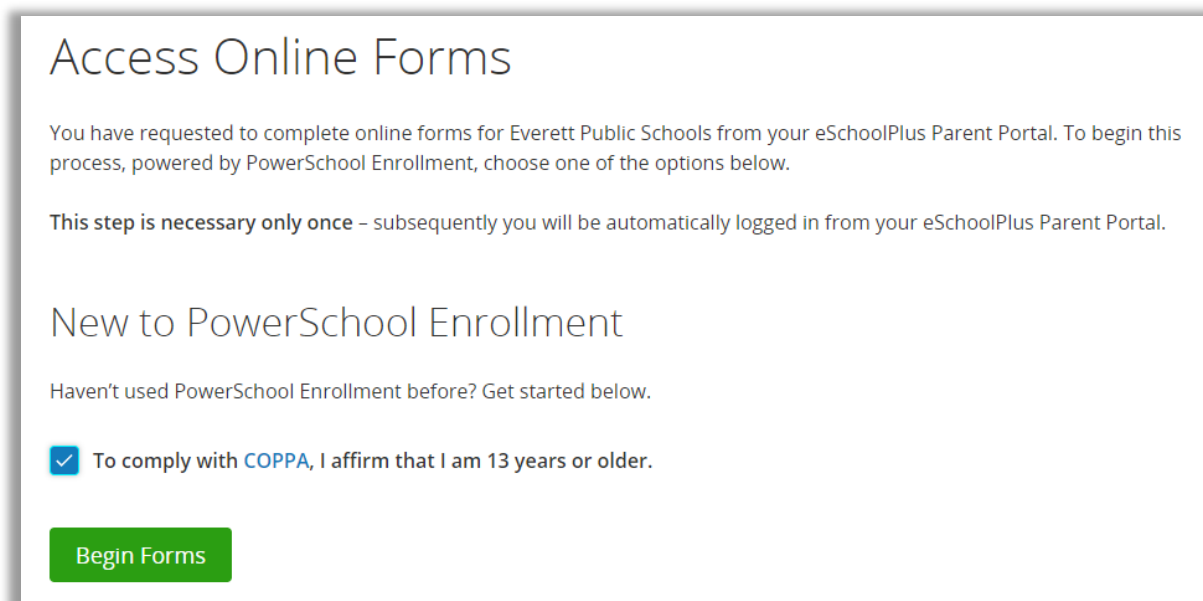
5. A pop-up window will show with available forms, select “New Student Registration” for the school year that your student will start attending school.



The screenshot shows a window titled "Enroll New Student". Inside, there is a section titled "Available Forms" which contains a table. The table has two columns: "Form Name" and "Start".

Form Name	Start
New Student Registration	<a href="#">Start</a>
School Transfer Request	<a href="#">Start</a>

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



The screenshot shows a page titled "Access Online Forms". Below the title, there is a paragraph: "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." Below this is another paragraph: "This step is necessary only once – subsequently you will be automatically logged in from your eSchoolPlus Parent Portal." Below that is a section titled "New to PowerSchool Enrollment" with the text "Haven't used PowerSchool Enrollment before? Get started below." There is a checkbox with a checkmark and the text "To comply with COPPA, I affirm that I am 13 years or older." At the bottom, there is a green button labeled "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.