



## Important Information

1. **All registration forms** must be completed through PowerSchool **before your student(s) can start or continue attending school.**
2. PowerSchool works best on a computer or through the official mobile app (available for Android and iOS devices). Instructions for both are included below.

## 1. Submitting Pre-Registration

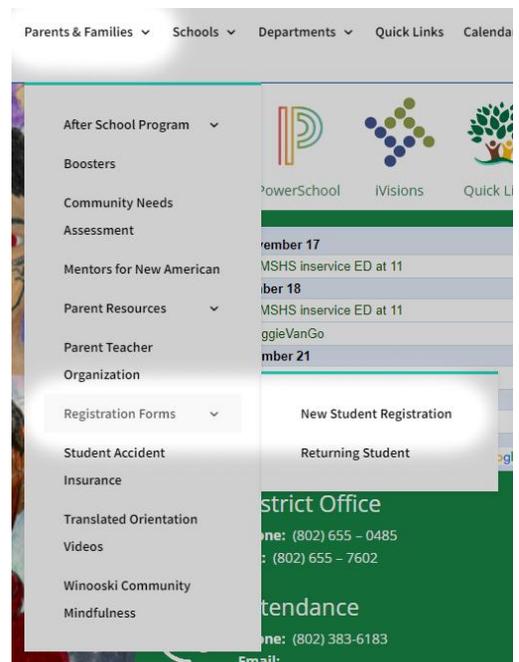
### On our website

1. Go to the Winooski School District website:  
<https://www.wsdvt.org/>
2. Look in the upper right hand corner and select "Parents & Families". Then select "Registration Forms", and finally "New Student Registration".
3. Complete and submit this form for **each student** you are registering.

### Next Steps

After your pre-registration has been submitted, it will be reviewed for approval. Once approved, **you will receive three emails** with the Access ID and Access Password you will need to link your student to your PowerSchool account.

If you do not see these emails, check your spam folder. If you are still unable to locate them, contact [register@wsdvt.org](mailto:register@wsdvt.org) for assistance.



**Instructions continue on the next page.**

## 2. New Account Creation

To create an account, you will need to have your child's unique Access ID and Access Password. You will receive the Access ID and Access Password via email after your pre-registration has been approved.



PowerSchool

### On a computer:

1. Go to the Winooski School District website: <https://www.wsdvt.org/>
2. Look in the upper right hand corner and click on the PowerSchool icon (*pictured to the right*).
3. Select the "Create Account" tab and complete this form.
  - a. Under the "Link Students to Account" header of this form, enter your students' **legal name** with appropriate capitalization, as well as the Access ID and Access Password provided to you via email.
4. When done, select "Enter", then sign in.

## 3. Signing Into PowerSchool

### On a computer:

1. Go to the Winooski School District website: <https://www.wsdvt.org/>
2. Look in the upper right hand corner and click on the PowerSchool icon (*pictured to the right*).
3. Sign in using your username and password.



PowerSchool

### Using the app:

1. Download the official PowerSchool Mobile app (available for both Android and iOS).
2. Open the app and enter our **4 digit District code**: BLTS
3. Sign in using your username and password.

**If you do not remember your username or password**, send an email to [register@wsdvt.org](mailto:register@wsdvt.org) and request a password reset. Please include your full name, your student(s) name, and their date of birth, so that we can verify your identity.

**Instructions continue on the next page.**

## 4. Add a New Student to an Existing Account

**This step is only required if you are adding another child to an existing parent account.** If you do not have any more students to add to your account, then proceed to Section 5: Finding the Forms.

### On a computer:

1. Once logged in, look down the left hand menu and select 'Account Preferences', then select the 'Student' tab, then select the 'Add' button on the far right.
2. Fill in the fields with the student's information. Enter the Access ID and Access Password for the student to be added to your parent portal account.
3. Once the student is added, their first name will appear in the top left of the page, on the blue menu. You can switch between multiple students by clicking on their name in this ribbon.

### Using the app:

1. It is currently not possible to add a new student to an existing account using the PowerSchool app.

**Instructions continue on the next page.**

## 5. Finding the Forms

### On a computer:

1. Look in the upper left hand corner and select your student.



2. Then, look down the left hand menu and select "Forms".



### Using the app:

1. Look in the upper right hand corner and select your student.
2. In the bottom right hand corner and select "More".



3. Select "Forms"

Form Y - Permissions/Agreements contains **important permissions** for **field trips**, media release, afterschool & summer programs, and release of information to the military and higher education. This form must be completed every year.

## 6. Completing the Forms

You should now see the following forms:

- A Student Demographics
- B Birth Verification
- C Student Address
- D Student Contacts
- E Health Information
- F Health Authorizations
- G Home Language Survey
- H Previous Enrollment and Records...
- I Student Services History
- J Residence Survey
- X Middle/High School Athletic Dept.
- Y Permissions/Agreements
- Z Acknowledgement of Completion

*Please complete Forms A-Y before submitting Form Z - Acknowledgement of Completion.*

If you do not see all of these forms, please email [register@wsdvt.org](mailto:register@wsdvt.org) for further help.

### Filling them out:

1. Select the first form to open it.
2. Enter your information. Every field marked with a red star ( \* ) is required.
3. When done with a form, select "Submit" in the bottom right hand corner.
4. **Repeat this process for each form and each student.**

**Important information on the next page.**

# Required Documents

During the registration process, you will be asked to upload documents regarding birth and residency verification. The specific requirements for these documents are listed on this page.

**It is important** that these documents are legible and contain all of the information on the document.

If you are unable to provide these documents electronically, please send an email to [register@wsdvt.org](mailto:register@wsdvt.org) to schedule an in-person meeting.

## Birth Verification

You must provide one of the following...

- ❖ Certified copy of the pupil's birth certificate
- ❖ Doctor or hospital records accompanied by sworn statements.
- ❖ Court Records.
- ❖ I94.
- ❖ Passport.
- ❖ Other.

If you have additional documentation regarding custody, please make sure it gets uploaded in Form D - Student Contacts.

## Residency Verification

You must provide...

### One of the following

- ❖ Rental/Lease Agreement signed within last year.
  - Must include the address and signatures of both the tenant and landlord.
- ❖ Mortgage statement.
- ❖ Real estate tax bill from current calendar year.
- ❖ Notarized Letter of Residence Form.
  - Used if you don't have a lease or live with friends or relatives.
  - Include names of all persons living in the household.

### OR Two of the following:

- ❖ Valid Vermont driver's license.
- ❖ Valid Vermont non-driver ID.
- ❖ Current utility bill in your name.
  - If you are uploading multiple utility bills, they must be two different bills.
- ❖ Valid public aid card.
- ❖ Bank statement for last or current month with financial information omitted.