Pre-K Registration
User Guide
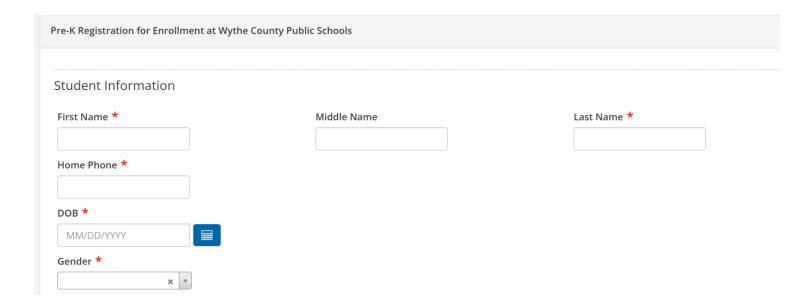
Registration Process:

Parents go to WCPS Division website at https://wythe.k12.va.us/home
Select the 2023-2024 Pre-K Enrollment/Registration Info link
Select Registration Information
Select https://wythe.powerschool.com/public/formbuilder/form.html?formid=1907342

- **PreK Registration for the <u>next</u> school year**
  - Parent/Guardian choose Pre-K as your child's grade level for the **next** school year
  - Parent/Guardian choose the **next** school year as the <u>Enrolling School Year</u>
  - Parent/Guardian only choose the School your child was approved to attend

Please note the following:

- Once the school registrar approves the Online Registration the parent submits, the parent will receive an email with directions to complete the Enrollment forms

Upon submission of the Pre-Registration form, parents will receive a Success Message that says:
Success!
    Thank you for registering your child in Wythe County Public Schools. Your application will be reviewed by administration. After review, you will receive an email letting you know the next steps for completion of your child's registration.

Check your email for additional instructions concerning your child's pre-registration.

Email #1 *New Student Enrollment Pre-Registration Received!*
    Thank you for beginning the pre-registration process for enrolling a new student with Wythe County Public Schools.

Email #2 *Pre-registration Approved Email:*

Once the school approves your pre-registration form, you will receive an email containing directions to create your Parent Portal. You must log in to your Parent Portal to access the required enrollment forms.
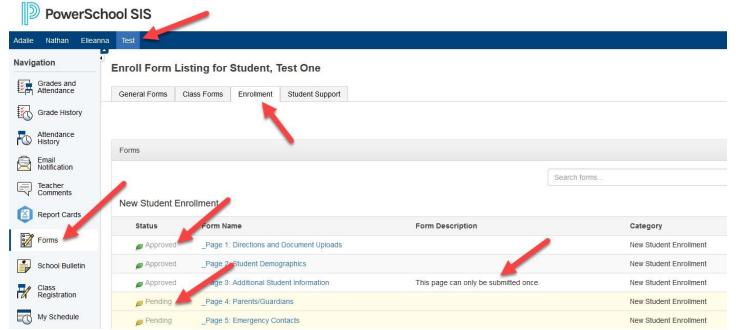
If you have any questions, please call the school your student will be attending.

Step 1: Set up a PowerSchool Parent Portal
Account

If you do not already have a Parent Portal 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://wythe.powerschool.com/public/ into the address bar.

3. Click on "Create Account" Tab

4. Fill in the information requested for your desired username and password.

5. Enter your student's full name, Access ID and Password (provided in the email)

PowerSchool Address: https://wythe.powerschool.com/public/

If a parent already has a Parent Portal account, they simply need to log in and use the information/directions above to add their new student to their existing Parent Portal account. If the parent does not have a parent portal account, they will need to follow the directions above to create a new account and add their new student to their parent portal so they can access the Enrollment forms. Once the new student has been added to the Parent Portal, the parent can click on Forms in the Navigation area on the left, then click on the Enrollment tab near the top, and then click on the link. At the bottom of each Enrollment Page, there is a Save for Later button and a Submit button. When the Parent clicks on Submit, the next Enrollment Page will appear, moving them through the Enrollment forms in order. As the parent submits each page, the page will turn light yellow and have a Pending Status. 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 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.

Step 2: Complete Enrollment forms *****All Forms must be complete before student is enrolled in Wythe County Schools.***

*In the Parent Portal, select the student you are enrolling at the top and click on the Forms link
in the left Navigation menu.*

Step 3: Provide Documentation

*If you are unable to upload documentation via the document upload elements on the Enrollment forms,
please call the school for a drop off time.*

1. *Proof of Wythe County residency*
2. *Child's birth certificate*
3. *Proof of immunizations*
4. *Current Virginia Physical*

If there are any issues with the Pre-Registration form or the Enrollment forms, the school registrar will reach
out to the parent through email or a phone call to get further information.