



ONLINE REGISTRATION USER GUIDE



WASHINGTON TOWNSHIP PUBLIC SCHOOLS

Updated 2/9/22

Washington Township Public Schools

New Student Registration

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**Washington Township Public Schools
New Student Registration**

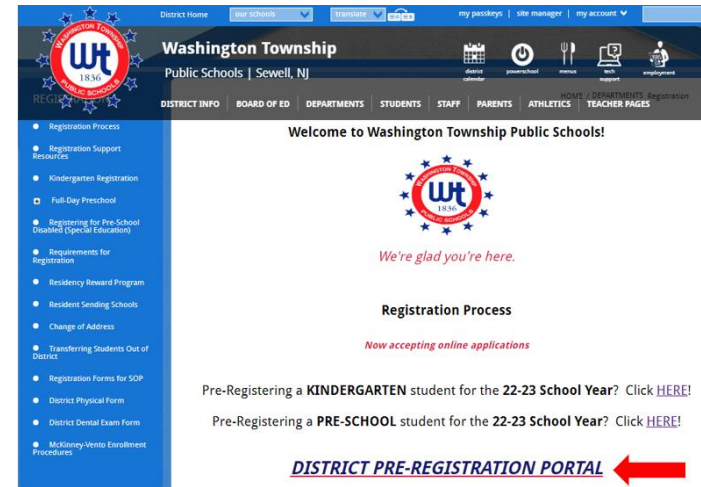
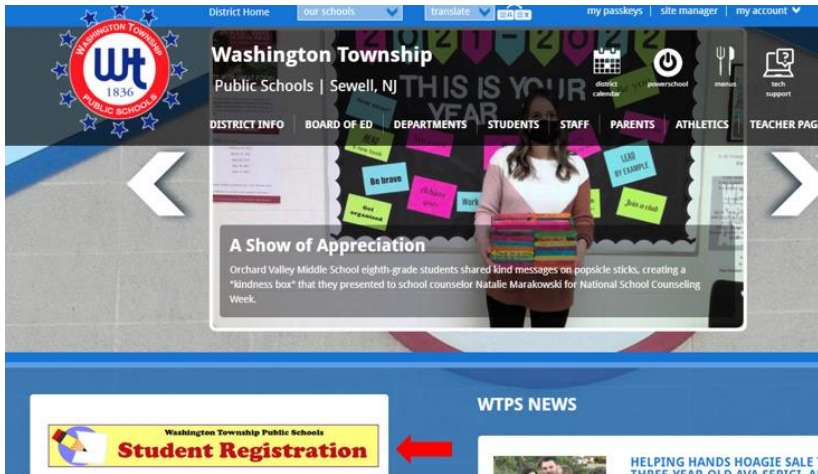
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Pre-Registration

1. Visit the Washington Township Public Schools website at www.wtps.org. Click on the yellow box titled **“STUDENT REGISTRATION”** located on the home page. To access the pre-registration portal, click on the link titled **“DISTRICT PRE-REGISTRATION PORTAL”**.



2. Enter your child’s information in the Student Information portion of the page.

Enrollment Express Pre-registration for Enrollment at Washington Township School District About Language



Student Information

First Name *	Middle Name	Last Name *
<input type="text"/>		
Home Phone *	<input type="text"/>	
Date of Birth *	Choose Student Gender *	<input type="text"/>
Choose student grade *	<input type="text"/>	
Enrolling School Year *	Select Year <input type="text"/>	

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- 3. In the School Preference section of the page, you will choose the school your child will attend based on where you reside. If you are unsure of what school your child will attend, you can use our list of Resident Schools to find the correct school.

School Preference

Please select the appropriate resident school according to the location of your residence. If the incorrect school is selected, no problem! The correct school will be assigned at Registration. If you're not sure, kindly [click here](#). [Click here to search the Resident Schools by street name.](#)

School Preference 1 *
Choose School [Click here to select your school.](#)

- 4. Household Information-Enter the address where the student is domiciled and indicate whether or not the student has a sibling already enrolled in the district.
- 5. Guardian Information-Enter YOUR information here. Please be sure to provide your correct email address and phone number. It is very important that this information is correct as this is what we will use to contact you regarding your application.
- 6. When all the required information is complete, you must validate your identity and then click "APPLY TO SCHOOL".

Household Information

Street * City *
State * Choose State ZIP *
 Student has sibling currently attending school in Washington Township School District
 Student does not have sibling currently attending school in Washington Township School District


Guardian Information

Email *

Contact 1

Name * Phone *

Validate Identity

I'm not a robot 

[APPLY TO SCHOOL](#)

Washington Township Public Schools

New Student Registration

7. You will receive an email from Enrollment Express confirming that your application was received. It will look similar to this:

Enrollment Pre-registration Received

Dear Enrollment Express User,

The Pre-registration you submitted to Washington Township School District for _____ has been received.

Your child's Pre-registration will be reviewed by school staff. You will receive more information when it is processed. If you have questions or need assistance, please contact Washington Township School District directly.

Thank you for using Enrollment Express!

8. Once your pre-registration is approved by our Registrar, you will receive another email containing important information. This email will contain the website link, Access ID and Access Password needed to complete the registration passwords. This information is unique to your child and can not be shared.

Washington Township Public Schools New Student Registration

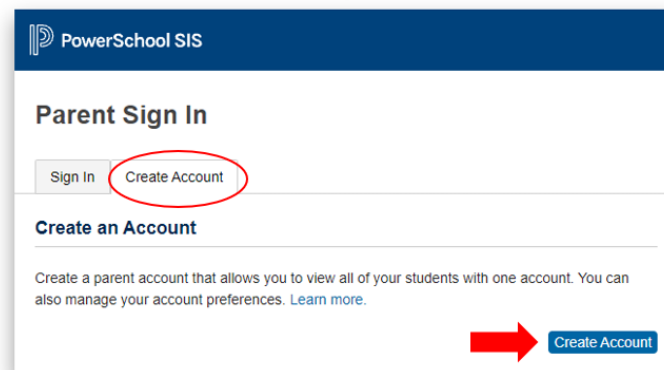
Creating a New PowerSchool Account

New Washington Township Families

The steps below only apply to new families who do not currently have a PowerSchool account. If you already have a PowerSchool account for another child in the district, please see the instructions for “Current Washington Township Families”.

The next step in the registration process is creating your account in PowerSchool. PowerSchool is the Student Information System used by our district. Your access to PowerSchool will keep you up to date on your child’s growth and progress throughout their years in the Washington Township School District. If you have NEVER had a PowerSchool account and have no other children in the district, please follow these instructions carefully, as this is a very important step in the registration process.

1. After your pre-registration information is reviewed, you will receive an email from our Registration Department. It may take up to 5 business days for this email to be sent to you. This email will contain a tutorial along with very important links and login information that you will need to create your new PowerSchool account.
2. From the email, click the link “<https://wtps.powerschool.com/public>”. Click on the tab labeled “**CREATE ACCOUNT**” and then click on the blue “**CREATE ACCOUNT**” button.



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3. Enter your name, email address, username (your email address) and your desired password. **You MUST use your email address as your username!** You can create your own password. Password must be at least 8 characters long. ****You will not be able to log in if you are not using your email address!**

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and is under the heading 'Parent Account Details'. It contains several input fields for user information, each with a yellow placeholder text:

First Name	Enter parent/guardian FIRST name
Last Name	Enter parent/guardian LAST name
Email	Enter parent/guardian email address
Re-enter Email	Re-enter parent/guardian email address
Desired Username	Enter your email address for your username
Password	Enter your desired password
Re-enter Password	Re-enter your desired password

Below the form, there is a note: 'Password must: •Be at least 8 characters long'.

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- 4. Next you will link your child(ren) to the account. Enter the student’s name, Access ID, Access Password, and relationship. The Access ID and Access Password can be found in the email that was sent to you from the Registration Department. If you are copying and pasting the Access ID and Access Password, please be sure that you do not copy any spaces as this will cause an error in the process. If you are registering multiple students, you will need to input the name, Access ID, Access Password, and Relationship for each child. ****NOTE: Each student has a different Access ID and Access Password.** Refer to the email that was sent to you by the Registration Department for correct Access Codes and Access Passwords.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1


Student Name	Enter the student’s first and last name
Access ID	Enter the Access ID that was sent via email
Access Password	Enter the Access Password that was sent via email
Relationship	Choose your relationship to the student

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

- 5. Once you enter the above information for your child(ren), click on the blue “ENTER” button at the bottom of the screen.

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

 **Enter**

Washington Township Public Schools New Student Registration

- 6. Your PowerSchool account setup is now complete.
- 7. To access your enrollment forms, simply click on **“FORMS”** from the menu on the left-hand side.

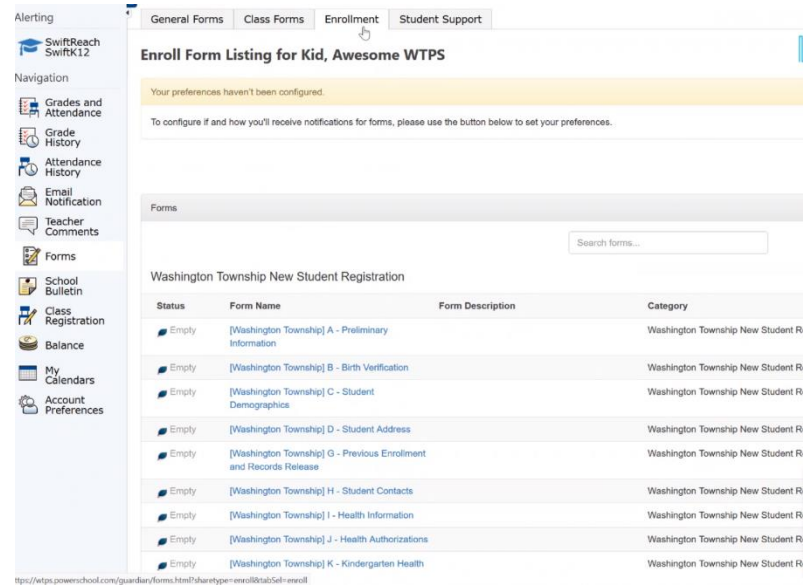
The screenshot shows the PowerSchool interface for a student named SANDY Toy. The page title is "Grades and Attendance: DOUD, SANDY". The left-hand navigation menu includes options like Alerting, SwiftReach SwiftK12, Navigation, Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, **Forms** (highlighted with a red arrow), and Student Reports. The main content area shows "Attendance By Class" and "Attendance By Day" tables. The "Attendance By Day" table has columns for Last Week (M, T, W, H, F) and This Week (M, T, W, H, F), with a total of 21.22 for the current week and 0 for the last week. The "Attendance Totals" row shows 0.

- 8. Click **“ENROLLMENT”**.

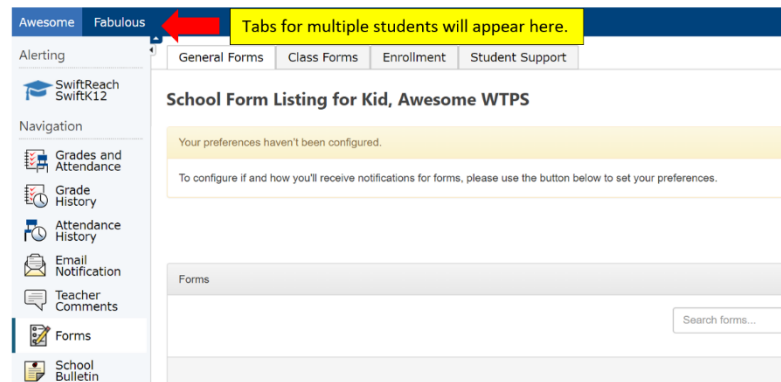
The screenshot shows the "Enroll Form Listing for Story, Toy" page. The left-hand navigation menu is the same as in the previous screenshot. The main content area has tabs for "General Forms", "Class Forms", **Enrollment** (circled in red), and "Student Support". Below the tabs, there is a section titled "Washington Township New Student Registration" with a list of forms: "[Washington Township] A - Preliminary Information" (Last Entry: 08/12/2021 11:02:57 AM), "[Washington Township] B - Birth Verification & Demographics" (Last Entry: 07/28/2021 10:31:38 AM), "[Washington Township] C - Student Address" (Last Entry: 10/21/2021 11:22:25 AM), and "[Washington Township] E - Out of Home Placement" (Last Entry: 02/16/2021 4:11:39 PM).

Washington Township Public Schools New Student Registration

9. Your registration forms are displayed here. You are now ready to register! Click on the first form name to begin completing the forms.



10. If you are registering multiple students, you will see that there is a tab for each student. Click the first student and complete their forms. Once complete, you will click on the next student and complete the forms provided. *Forms may be different for each student.*



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[Adding a Student to an Existing PowerSchool Account](#)

Current Washington Township Families

Adding a new student to your existing PowerSchool account is easy! Once completed, you will be able to log in to one account and view information for all of your students. To add your new student, follow the directions below:

1. After your pre-registration information is reviewed, you will receive an email from our Registration Department. It may take up to 5 business days for this email to be sent to you. This email will contain a tutorial along with very important links and login information that you will need to create PowerSchool account.
2. Click on the link "<https://wtps.powerschool.com/public>". Enter your current PowerSchool log in information and click "**SIGN IN**".

PowerSchool SIS

Parent Sign In

Sign In Create Account

Username Enter your existing PowerSchool Username
(This should be your email address)

Password Enter your existing PowerSchool Password

[Forgot Username or Password?](#)

Sign In

Washington Township Public Schools

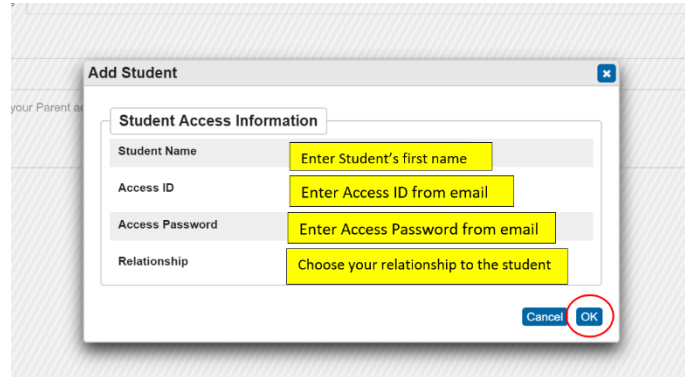
New Student Registration

- Once you are logged in to your PowerSchool account, click on “**ACCOUNT PREFERENCES**” located on the menu on the left-hand side of the screen. Then click on the blue “**ADD**” button on the right-hand side.

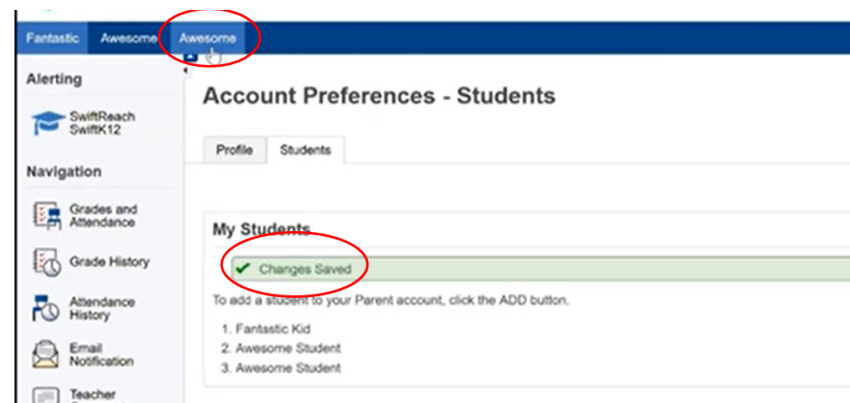
The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool logo, the user name 'Heather Sullivan', and links for 'Help' and 'Sign Out'. The left sidebar contains a 'Navigation' menu with various options, with 'Account Preferences' circled in red. The main content area is titled 'Account Preferences - Students' and has two tabs: 'Profile' and 'Students'. The 'Students' tab is active, showing a section titled 'My Students' with the instruction 'To add a student to your Parent account, click the ADD button.' Below this instruction is a list of two students: '1. SANDY DOUD' and '2. Toy Story'. A blue 'Add' button is located in the top right corner of the 'My Students' section, with a red arrow pointing to it.

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4. Enter your student's first name along with the Access ID and Access Password that was provided in the email from the Registration Department. You will also enter your relationship to the student. If you are copying and pasting the Access ID and Access Password, please be sure that you do not copy any spaces as this will cause an error in the process. Click "OK".



5. You will receive a message letting you know that your changes were saved. Your student has now been added to your account. You will see their name, along with your other student, on the top of the screen. Click on your student's name at the top of the page to access the registration forms.



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- Click on **“FORMS”** and then click the **“ENROLLMENT”** tab. The forms will be listed here. You are now ready to register!

The screenshot shows the 'Enroll Form Listing for Student, Awesome WTPS' page. The left navigation menu has 'Forms' highlighted with a red arrow and a yellow box containing the number '1'. The top navigation bar has 'Enrollment' selected with a red arrow and a yellow box containing the number '2'. The main content area shows a table of forms for 'Washington Township New Student Registration'.

Status	Form Name	Form Description	Category	Last Entry
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student Registration	
Empty	[Washington Township] B - Birth Verification		Washington Township New Student Registration	
Empty	[Washington Township] C - Student Demographics		Washington Township New Student Registration	
Empty	[Washington Township] D - Student Address		Washington Township New Student Registration	

Washington Township Public Schools New Student Registration

Completing the Enrollment Forms

1. Your registration forms are displayed in forms under the Enrollment tab.

The screenshot shows a web interface for 'Enroll Form Listing for Kid, Awesome WTPS'. The page has a navigation menu on the left and a main content area. The main content area displays a table of forms for 'Washington Township New Student Registration'. The first form, '[Washington Township] A - Preliminary Information', is highlighted with a red arrow.

Status	Form Name	Form Description	Category
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student R
Empty	[Washington Township] B - Birth Verification		Washington Township New Student R
Empty	[Washington Township] C - Student Demographics		Washington Township New Student R
Empty	[Washington Township] D - Student Address		Washington Township New Student R
Empty	[Washington Township] G - Previous Enrollment and Records Release		Washington Township New Student R
Empty	[Washington Township] H - Student Contacts		Washington Township New Student R
Empty	[Washington Township] I - Health Information		Washington Township New Student R
Empty	[Washington Township] J - Health Authorizations		Washington Township New Student R
Empty	[Washington Township] K - Kindergarten Health		Washington Township New Student R

2. Begin completing your enrollment packet by clicking on the first form, **[Washington Township]A-Preliminary Information**.

This screenshot is identical to the previous one, but with a red arrow pointing to the first form, '[Washington Township] A - Preliminary Information', indicating the starting point for completing the enrollment packet.

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3. At the bottom of this form, and a few of the other forms, you are required to upload a document. We have a tool that allows you to upload your documents quickly and easily. Specific step-by-step instructions are provided in the next section.
4. When you finish uploading your document, review the information on the form. Once you have reviewed your information, click **“SUBMIT”**. The next form in your packet will automatically load.
5. Continue to complete each form and click **“SUBMIT”** at the end of each form.
6. Depending on your application, the last form in the packet is Form P-Acknowledgment of Completion **or** Form Q-Information, Permissions and Agreements. Once you submit this form, your packet is complete.
7. Please note, some forms may appear as a result of your responses. Not everyone will have the same registration forms. The forms are organized by letter. If you notice that a letter is missing, that is OK. It just means that form may not apply to you.

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How to Upload a Document Using the Document Attachment Tool

Specific forms in your registration packet require you to upload documents. These documents are required to enroll your student into school. If a specific form requires you to upload a document, the document attachment tool will appear on the form. It is very easy to use.

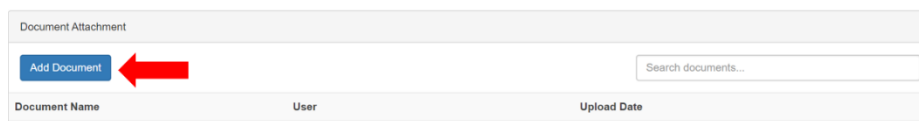
To make the registration process more efficient, we suggest that you scan the necessary documents ahead of time and save them to your device. Be sure to remember where you save them so that you can easily find them when you need them.

Below is a list of the documents that are required for registration:

- Proof of Residency
 - One of the following: mortgage statement, tax bill, rental/lease agreement, Notarized Letter of Residence Form
 - Two of the following: taxes, electric bill, water bill, cable bill, gas bill, other document showing proof of residency
- Parent/Guardian Photo ID
- Immunization Records
- Original Birth Certificate
- A photo of your child
- Physical Exam (due within 30 days of registration)
- Dental exams for enrolling kindergarten students (due within 30 days of registration)
- Custody papers (or other relevant court orders), if applicable
- Copy of current IEP/504
- Current grades or standardized test scores (if transferring into the district)
- Unofficial transcripts (high school students)

To add a document, follow the instructions below:

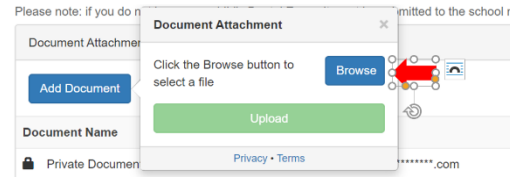
- To add a document, click on **“ADD DOCUMENT”**.



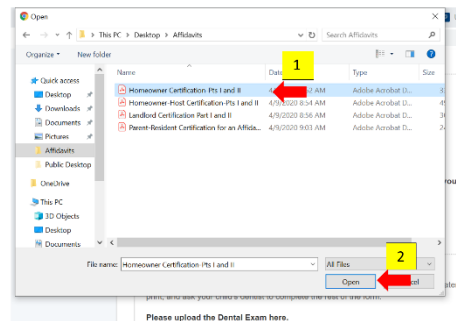
Document Name	User	Upload Date
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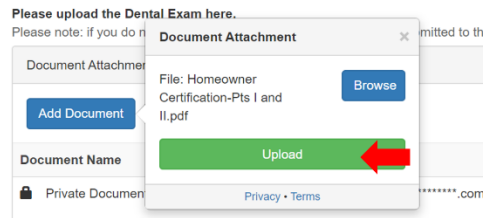
- A Document Attachment box will pop up. Click **“BROWSE”**



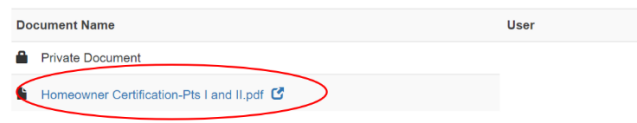
- Find the file that you previously saved, click on that file and then click **“OPEN”**.



- Click **“UPLOAD”**.



- Your document will appear under Document Name.



- Your upload is complete. If you need to upload additional documents to this form, simply repeat the steps above.

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Overview of Enrollment Forms

Below is an overview of each of the enrollment forms. Remember, you may not receive all of these forms in your packet. You will only receive forms that pertain to your situation.

Form A-Preliminary Information

- This form provides information required by the State of New Jersey. Once you read the information provided on the form, answer “Yes” under the Acknowledgment section and type in your signature.
- You will then be asked to upload YOUR photo ID. Once you upload your ID, click “**SUBMIT**”.

Form B-Birth Verification and Demographics

- You are asked to provide information regarding your student’s birthplace.
- This form will collect information about your student such as legal name, gender, and race.
- You will also need to upload birth documentation (Certified copy of a birth certificate, Court Records, etc) along with a photo of your child. This photo will be used in our Student Information System for safety measures.
- When uploading your child’s photo, be sure to do so in the proper location. Uploading under the birth certificate section will overwrite the birth certificate if it already has been uploaded.
- Click “**SUBMIT**”

Form C-Student Address

- On this form, you will provide your student’s address and residency situation.
- If your child is an **affidavit student** (living with a person domiciled in the district, other than parent or guardian), the Parent/Legal Guardian Certification for an Affidavit Student must be printed, filled out and notarized. You can continue completing the other registration forms, however, your application will NOT be approved until we receive the completed, signed, and notarized Affidavit. Our Registration Department will contact you to set up a time to collect the form.
- You must upload proof of residency. Acceptable proofs of residency examples are given on the form. When submitting proof, please be sure the dates shown on all bill/statements are current.
- If you are a migrant worker, you can provide that information here. If you have your Migrant Certificate of Eligibility, please upload the certificate using the document attachment tool at the bottom of the page.
- Click “**SUBMIT**”.

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Form D-McKinney-Vento Student Notification

(This form may not apply to all students.)

- This form will collect information regarding your current living situation.
- Two signatures are required at the bottom of the form.
- Click “**SUBMIT**”.

Form E-Out of Home Placement

(This form may not apply to all students.)

- This form collects information regarding your current living situation.
- Please be sure that you the parent/legal guardian and caseworker information.
- Click “**SUBMIT**”.

Form F-Previous Enrollment and Records Release

- This form collects information about your student’s previous enrollment in school.
- If your student first entered a US School **less than 3 years ago**, you will need to provide the date the student first entered a US School.
- If your student is transferring to our district from another school district, you will need to provide the previous school district’s information and sign a Records Release so that we can contact the previous district and obtain your student’s records.
- If your student Has an IEP or 504, please upload their IEP/504 using the document attachment tool at the bottom of the page.
- Click “**SUBMIT**”.

Form G-Student Contacts

- The form is very important as it collects information that we will use to contact you in the event of an emergency.
- This form collects contact information for a student’s parents/guardians and emergency contacts.
- You will see your information is partially filled in. Click on the **pencil icon** to add the remainder of your contact information.

Joe Poppins
Father (Father)

123 Any Rd Sewell, New Jersey, United States 08080

222-222-2222 (Cell)

joepoppins@gmail.com

Lives with Student  

Custody

School Pickup

Emergency Contact

Data Access

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- It is very important that you choose **“GUARDIAN”** as the contact type when entering your contact information. This will ensure that you receive updates from SwiftK12, our parent messaging service, with important messages throughout the year. Only ONE parent/guardian can be the primary contact. Enter additional information and click **“ADD”**.

- You must add 3 emergency contacts. To add additional contacts, simply click on the **“ADD”** button and to input your additional contact’s information. Here you can input information for all parents/guardians and emergency contacts. You can also edit existing contacts by clicking on the pencil in the box with their contact information.

Guardians and Emergency Contacts *

Please indicate by listing below contact information for all parents/legal guardians and at least three (3) emergency contacts in addition to the parents/legal guardians who have permission to be contacted and/or pick up your child from school. Click the blue pencil to edit a contact or click the “ADD” button below to enter a contact.

Please be sure to indicate who your child lives with, who can pick up your child, and who is an emergency contact.

Please note: Under “Contact Type,” select the appropriate contact type title for each contact you are entering. Additionally, the District will assume that all parents and Emergency Contacts listed may pick-up your child.

Add ←

<p>Joe Poppins Father (Father)</p> <p>123 Any Rd Sewell, New Jersey, United States 08080</p> <p>222-222-2222 (Cell)</p> <p>joepoppins@gmail.com</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input type="checkbox"/> Data Access <p style="text-align: right;">✎ ✕</p> <p style="text-align: center;">↑</p>	<p>Jess Cowgirl Aunt (Emergency 1)</p> <p>8 Main Street Sewell, New Jersey, United States 08080</p> <p>215-555-5555 (Home)</p> <p>jessiecowgirl@aol.com</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lives with Student <input type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input type="checkbox"/> Data Access <p style="text-align: right;">✎ ✕</p>
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- Enter the contact information (see highlighted areas below). You will also need to indicate permissions for this contact. Click **“ADD”**.

The screenshot shows the 'Add Contact' form. The form is divided into two main sections. The left section contains input fields for: First Name, Middle Name, Last Name, Gender, Relationship, Employer, and Contact Type. Below these are 'Address', 'Phone', and 'Email' sections, each with an 'Add' button. Red arrows point to these 'Add' buttons. The right section is titled 'Permissions' and contains several questions with radio button options: 'Lives with Student', 'Emergency Contact', 'Has Custody', 'School Pick Up', and 'Receives Mail'. A red box highlights these questions with the text 'Answer each of the Permission questions.' Below the permissions section is an 'Apply Contact to:' field and two buttons: 'Cancel' and 'Add'. A red arrow points to the 'Add' button.

- Repeat the above step for each contact.
- On this form, you will also indicate if the student has a guardian in the military by clicking YES or NO.
- Click **“SUBMIT”**.

Form H-Health Information

- Here you will enter health information such as medical contacts, health insurance provider, medications and medical history.
- If applicable, you can enter sibling information on this page.
- This form contains the consent to emergency treatment. If you do not consent to this policy, you will be asked to provide the district with an action plan for your student in the event of an emergency.
- The student physical information is also provided on this form. A student physical exam is required, and you will need to submit proper documentation within thirty (30) days from the student's first day of school. You can print the Universal Health Care form (link is

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provided on the form) or use your physician's own physical form. If you have this information, you can upload it using the document attachment tool at the bottom of the page.

- You are required to submit your student's immunization record. Please upload the immunization record using the document attachment tool at the bottom of the page.
- Click "**SUBMIT**".

Form I-Home Language Survey

- This form will ask questions to determine if your student is eligible for the English Language Learner (ELL) program.
- Questions may be out of numerical order. This is OK. Questions will populate based on your answer to the previous question.
- Click "**SUBMIT**".

Form J-Transportation

- This form explains the Washington Township Board of Education Transportation Policy. If your student is eligible, you have the option to waive the right of transportation for the school year.
- Information regarding Kindergarten and Elementary Day Care Transportation is provided on this form. If you have already arranged for daycare, you can indicate your choice on this form. If you are unsure about your day care provider, choose the option "My child needs transportation to my home address". You can contact the Transportation Department when you choose your day before/after school day care provider.
- Click "**SUBMIT**".

Form K-Technology

- This form reviews the district's Technology policy.
- For students in grades 6-12, you will have the option to purchase the optional Technology Care Plan. You can purchase the plan at the beginning of the school year. A link to PaySchools Central, the website used to pay for the care plan, is on the form. You will need to set up a separate account with PaySchools Central to complete this transaction. You can do this at a later time.
- Click "**SUBMIT**".

Form L-School Counseling Informed Consent Form

- On this form, you will indicate your preferences regarding services provided by the School Counseling Department.

Form M-Acknowledgment of Completion

(This form may not apply to all students.)

Washington Township Public Schools

New Student Registration

- Click the boxes indicating your acknowledgment and consent and type your signature.
- Click **"SUBMIT"**.

Form Q-Information, Permissions, and Agreements

(This form may not apply to all students)

- This form provides you with links to important student and parent information and district policies. This information is also posted on our website and is accessible to you throughout the year.
- Throughout the form, after reading the information provided click the boxes indicating your acknowledgment and consent. You must also type your signature at the bottom of the page.
- Click **"SUBMIT"**.