

REGISTERING YOUR CHILD(REN) FOR ENROLLMENT AT WOLCOTT HIGH SCHOOL

1. Complete **PRE-REGISTRATION** form, which is on the main page of www.wolcottps.org.
2. Call the School Counseling office of Wolcott High School regarding additional documentation required (see below), as well as scheduling an enrollment appointment (August 20, August 21, or August 22)
 - ☐ Residency paperwork (see attachment)
 - ☐ Biological parent's/guardian's driver license
 - ☐ Birth Certificate (long version) which lists the birth parents or Proof of Guardianship per court order
 - ☐ Withdrawal paperwork from previous school
 - ☐ Academic Records
 - ☐ Medical paperwork (current physical and immunizations)
 - ☐ Copy of Divorce Decree (in order for WHS to be complaint with court order)
3. The Wolcott Public School Central Office will create a "Single Sign On" (SSO) account to access the Parent Portal for Powerschool. A user-id and temporary password will be EMAILED to the parent/guardian.
4. **PARENTS OF PRE-REGISTERED WHS STUDENTS MUST COMPLETE "New Student Registration Forms" PRIOR TO THE SCHEDULED ENROLLMENT APPOINTMENT OR THIS WILL CAUSE A DELAY IN THE REGISTRATION PROCESS. Please follow the steps below to access the "New Student Registration" forms after August 1.**

TO ACCESS PARENTAL PORTAL FOR POWERSCHOOL

1. Go to main page of www.wolcottps.org
2. Click on Red rectangle, labelled PARENTS.
3. From the "Parents Dashboard", select POWERSCHOOL.
4. Type in the User-id and Password, which was emailed to you from the WPS Central office.
5. Once Password has been entered, press SIGN IN.
 - If this is your first time accessing the Parent Portal, you were assigned a temporary password which needs to be changed in order to continue.
6. Click on "New Student Registration" on the left hand side.

NOTE: ALL FORMS MUST BE COMPLETED PRIOR TO THE SCHEDULED ENROLLMENT MEETING.

Contact information for Wolcott High School:

Website: www.wolcottps.org

Main office: (203) 879-8164

WHS Counseling office phone number: (203) 879-8157

School Counseling Office Secretary is Mrs. Quilter: (203) 879-8157 ext. 30, email: dquilter@wolcottps.org

School Counseling fax number: (203) 879-8444

WHS address: 457 Boundline Road, Wolcott, CT 06716