



## PORTLAND PUBLIC SCHOOLS Enrollment Process

### Collect student information

- ✓ Proof of age document (birth certificate, passport or similar document)
- ✓ 2 address verification documents. Examples include mortgage, rental agreement, utility bills (dated within the last 30 days at the time of enrollment), insurance or governmental assistance statement.
  - Parent name, home address and date must be visible
  - If you cannot provide two proofs of address, contact the Enrollment and Transfer Center
- ✓ Immunization records
  - Information on the Vaccine Requirements by grade level can be found at <https://www.multnomahesd.org/shs-immunization.html>
- ✓ Vision and Dental Screening Information (7 years old and under only)
- ✓ Emergency contact information
- ✓ Previous school's contact information (not required at the start of Kindergarten)

### Online registration process

Go to [www.pps.net/enroll](http://www.pps.net/enroll). Create an Online Registration account. Upload the 2 address verification documents. Complete the online registration and click submit. The school secretary will connect with the enrolling parent/legal guardian to collect the immunization records/CIS form and confirm the proof of age as well as gather any missing information necessary to complete the enrollment process.

Note: the online registration will register the student at the school assigned to the home address. To confirm the school, go to [www.pps.net/Page/2379](http://www.pps.net/Page/2379) and enter the address in School Finder.

### Paper registration process

Complete the paper forms and turn in to your school secretary with all supporting documents.

Registration packet includes:

- ✓ Registration form
- ✓ Technology Agreement
- ✓ Proof of age
- ✓ 2 proof of home address
- ✓ Vaccine records
- ✓ Vision and Dental Screening form, if applicable