

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)
 - Individualized education (IFSP, IEP) or special services (504) plan, if applicable
-

Online registration process

Go to 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 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
- Proof of age
- 2 proof of home address
- Vaccine records
- Vision and Dental Screening form, if applicable
- IEP or 504 plan, if applicable