2024 -2025 PowerSchool Enrollment Step-by-Step Guide

Welcome to Torrance Unified Enrollment Services!

We have adopted **PowerSchool Enrollment** to accept online INCOMING Inter-District Permit applications.

Beginning March 1, 2024 parents can submit an INCOMING Inter-District Permit application and upload your required documents from any device with internet access.

Please read all of the Incoming Permit information and follow the steps provided to complete your student's application.

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Step 1: Gather Your Documents

Depending on the grade level your student is applying for, there are required documents that you will be expected to submit with your student's application.

Please gather those documents in advance and be prepared to upload them when prompted.

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Documentation required for Incoming Inter-District Permit Applications

Required Documents	TK/K	1st - 8th Grade	9th - 12th Grade
Release Permit From Your Home District	X	X	X
Student's Most Recent IEP or 504 Plan	X *(If they have one)*	X *(If they have one)*	X *(If they have one)*
Student's Report Cards: ● This year's **MOST RECENT** report card *AND* ● Last year's **FINAL** report card	X *(If they have one)*	X	X
Student's Attendance Report: If attendance is reported on the student's report card, the Report Card can be submitted in place of the Student's Attendance Report		X	X
Student's Behavior Report: Behavior report should represent the student's behavior history for the last two years		X	X
Student's High School Transcript			X

Step 2: Using this link, visit our Torrance Unified PowerSchool Enrollment site to create or sign into your account. *Please note, this is an ENROLLMENT account and is separate from your PowerSchool Parent Portal account.*

(Only one PowerSchool Enrollment account is needed for your family. You can add multiple students to a single account.)

Step 3: Add your student(s)

- **Enter the student's legal name and date of birth**

- **Click "Add Student"**

- **Repeat this process for each of your students**

Add Student

First Name

Last Name

Date of Birth
enter as "mm/dd/yyyy"

Add Student

Step 4: During your enrollment window complete and submit New Student Enrollment application for each individual student

Step 5: You will receive an email from PowerSchool Registration Support confirming that your application has been received

Torrance Unified School District -- Submission Confirmation

PowerSchool Registration Support <noreplyregistration@powerschool.com>
to me ▾

Submission Confirmation

Dear Parent/Guardian,

The Incoming Inter-District Permit Application for your student has been submitted to Torrance Unified School District

If you have any questions, please contact our
Family Welcome Enrollment Center at **(310) 972-6280**

Once you have created your **PowerSchool Enrollment** account and added your students, you can use the tools in the upper right hand corner for assistance.

You can select the **Globe** icon to change the language

You can select **Dashboard** to see your student information

You can select **Help** to search help options from the PowerSchool Community