



# 2025-2026 Pre-K Registration

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## Registration Steps:

**STEP 1:** Before starting your Pre-K registration, please contact us at 781-961-6211 ext. 517.

If your student was referred for early intervention or needs evaluation, you also need to register.

**STEP 2:** You must pre-register! Please click on the [link](#) below to get started!

## Pre-Registration Form

Make sure your email address is entered correctly

For your convenience, you can complete the entire registration process online!

If you prefer to register in person, you are welcome to visit our office. However, please book an appointment only after you have:

- ✓ Pre-registered online
- ✓ Received a follow-up email with next steps (please allow up to 24 hours to receive the email)

Need help with online pre-registration? Call us at 781-961-6247, and we'll be happy to assist you!

\*\*\*For accessibility features, we suggest using the PowerSchool phone app [Randolph PowerSchool App Link](#)

**STEP 3: Check your Email.** After you complete the Pre-Registration form, you will receive an email with your student's **username, temporary password** and next steps (please allow up to 24 hours to receive the email). At this point you can book an appointment for in person registration. Please [click here](#) to book an appointment.

**Note:** If you pre-register after school hours or during the weekend or holiday, you will receive your username and password the following business day.

**STEP 4: Gather the required documents,** link for the list: [RPS Required Registration Documents](#)

**STEP 5: After receiving the PowerSchool/RPS email, log in to the PowerSchool Parent**

Portal Account browser : <https://rps.powerschool.com>

**STEP 6: Select**

**create account**

**STEP 7:** The first part of this form requires that you create your own username and password. In the second part of the form you will add the student's name, username and the password you received by email.

**STEP 8:** After completing and submitting the form, check your email for the confirmation email you will receive and click the link on the email to confirm your account.

**STEP 9: Complete all e-Forms and upload documents where required.** On the PowerSchool Parent Portal, click "Forms" on the left-hand menu navigation. Complete each form and upload documents (for each student) when required, link for : [List of Required Documents](#)

The forms to be completed on your registration are:

A. Student Demographics      B. Student Contacts      C. Address Verification      D. Health Information  
E. Home Language Survey      F. Student Services History      G. Previous Enrollment and Records Release



**ALL REQUIRED DOCUMENTS MUST be PROVIDED and CLEARED for the REGISTRATION to be APPROVED.**

### **AFTER THAT, WHAT'S NEXT?**

**IF APPROVED:** you will receive a confirmation of approval via email.

**Note:** only bring your student to school after you receive a call from the assigned school with the confirmed date and time for their first day of school.

**IF NOT APPROVED:** you will receive an email with additional directions.

**Note:** Your student will not be enrolled in a school if you have an incomplete registration. Please complete all registration forms and provide the required documents.

### **Registration Office**

**1-781-961-6247**

**40 Highland Avenue**

**Randolph, MA 02368**

**Email:** [registrationoffice@randolph.k12.ma.us](mailto:registrationoffice@randolph.k12.ma.us)

**Office hours: 9:00 am to 1:00 pm**

**Monday to Friday**

- ★ *Tanpri souple kontakte lyezon pou fanmi ki pale Kreyòl Ayisyen yo nan 781-807-0081.*
- ★ *Para ayuda en Español, por favor llame al 339-209-2539.*
- ★ *Para auxílio em Português, por favor ligue para o número 339-204-5505.*
- ★ *Nếu quý vị có câu hỏi nào khác, vui lòng liên hệ phiên dịch viên tiếng Việt, tại 339-216-2400.*