

How to Register or Verify Your Scholar Online

Federal Way Public Schools utilizes an online registration system for all new scholar registrations.

If you are a new family to our district, you will need to create a ParentVUE account as part of this process. You must have an active email address to proceed.

Please go to our online enrollment system at:

<https://www.fwps.org/onlineenrollment>

There will be additional forms required with the Online Registration:

- Verification of Residency – accompanied by a document showing the parent/guardian name and address (must be dated within the last 30 days). Acceptable documentation includes Gas or Electric bill, Cable or Internet bill, Garbage bill, Water bill, Phone bill, Homeowners/Renters Insurance or Rental/Lease Agreement.
- CIS (Certificate of Immunization Status) – fill out the scholar's information at the top of the form and sign. Immunization information will be filled out by the Registrar.
- Health History Form – provides detailed information about scholar's health history.

These forms are available at <https://www.fwps.org/Page/4964> or at Federal Way High School in the Counseling Office.

Once the forms are complete they can be downloaded to the Online Registration, emailed, faxed or brought into the Counseling Office between the hours of 7 am and 2:30 pm.

After the online enrollment has been accepted by Federal Way High School, records will be requested from the scholar's previous school. As soon as we receive the records, you will be contacted to schedule an appointment with a counselor.

If you are an existing parent in our system, you will use your current activated account. If you have not activated your ParentVUE account, please call your school for support. The school will be able to provide you directions for activating your account.

The online verification process requires you to verify information about your family, parent/guardians, emergency contacts, scholar information, and required documents. Please go to our Online Verification System at <https://www.fwps.org/verifyonline>.

Please contact the Federal Way High School Counseling Office for any questions at 253-945-5407, 253-945-5408 or 253-945-5427.