



Enrollment 2022-2023

- **Current Student** enrollment is **May 9th-13th**

Current Students

1. **ONLY** a parent or court-appointed legal guardian may/can enroll a student.
2. If you are not a legal resident of the district, you must request a transfer from the site principal.
3. Enrollment can be completed on any electronic device, including a cell phone, tablet, laptop and desktop computer.
4. Enrollment cannot be accepted until all required forms are completed and required documents are uploaded.

Steps for Enrollment:

1. Log into your WenGage account by going to ok.wengage.com/latta
2. Use your current login information. If you cannot find your login information, please contact the registrar via email. registrar@latta.k12.ok.us
3. Click on the **Student Records Portal** to begin the enrollment process. (The **Guardian Portal** is for you to check grades, lunch bills, etc. throughout the year.)
4. Click the link next to your students name that says **Enroll Student 2022-2023**.

5. Please verify that all of the information in the “**Student**” tab is correct. (Do **NOT** use the Title or Alternate Name area.)
6. Click the “**Relations**” tab. Please update all phone numbers, addresses and email addresses. **Elementary** requests that you have at least **THREE** emergency contacts for your student. You may also remove relations or change who has access to records, pickup rights and is an emergency contact. (Please note that you may **NOT** use your student’s school issued email address as your default address. Also, please do not change your student’s email address.)
7. Next you will click the “**Documents**” tab. Please complete all **required** documents and any **optional** documents that pertain to your student. Please make sure to sign, date and make a selection on all forms.
8. **Immunizations**: Please note that **ALL Kindergarten Students** are required to show an updated Immunization Record and **ALL 7th Grade Students** are required to show they have received the TDAP vaccination. For all questions regarding immunization requirements, please contact the school nurse at asanders@latta.k12.ok.us).
9. When steps 1-9 are completed, you will need to click “**Submit to Site**” on the top right and then “**Log Out**” above that. If there are any issues, you will receive an email with details on what needs to be corrected. You will receive an additional email when your enrollment has been processed and accepted.