

## 2022-2023 New Student Enrollment Information

Please **READ ALL** of the Instructions below **BEFORE** beginning your student's Enrollment. Watch the Enrollment video.

[https://www.latta.k12.ok.us/pages/uploaded\\_files/Enrollment%20Slide%20Show2.mp4](https://www.latta.k12.ok.us/pages/uploaded_files/Enrollment%20Slide%20Show2.mp4)

Online Enrollment is provided through Wen-GAGE, our Student Information System. **A guardian portal username and password is required.** Please contact the Registrar at [registrar@latta.k12.ok.us](mailto:registrar@latta.k12.ok.us) to request a username and password.

The following documents **are required** to complete a Latta Public Schools new student enrollment. Failure to complete or upload **ALL** the required documents leaves your student's enrollment ***incomplete and your student's enrollment will be delayed until these documents are received.*** Please contact the Registrar at [registrar@latta.k12.ok.us](mailto:registrar@latta.k12.ok.us) if you are having trouble uploading your documents.

- State Certified Birth Certificate
- Immunization Record
- Legal Documents (Divorce decree, Custody, Guardianship, Name change, etc.)
- Proof of Residence--at least 2
  - Utility bill--gas, water, electric with current address and within the last 30 days
  - Lease/rental agreement with current address
  - Homeowners insurance document with current address
- Parents/Guardians photo id
- CDIB card (if applicable)

### Other Information needed for Enrollment:

- Site -- Latta Elementary
- Grade -- P4
- Relationships -- **must include at least two relationships**
  - Emergency contact -- must have two emergency contacts excluding the two previously listed relationships