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PRESTON PUBLIC SCHOOLS

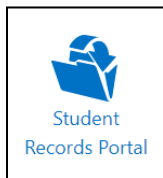
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PRESTON PUBLIC SCHOOLS PRE-ENROLLMENT INFORMATION

2024-25 SCHOOL YEAR

ONLINE ENROLLMENT FOR ALL *RETURNING* STUDENTS: K-12

All Enrollment for the 2024-2025 school year will be done through WenGage. Please Login to the **Student Records Portal** and click on the “training videos” for a short tutorial on enrolling or updating existing students. Follow the steps below to enroll each student:



- Click “**Enroll Student 2024-2025**” beside the student you wish to enroll (*it is important to make sure it is the 24-25 school year*)
- Complete or update all information boxes on STEP 1 Demographics
- Complete or update all information boxes on STEP 2 Relations

(for multi-student families you have the ability to copy relations information from other students who are already enrolled. You can also click “edit” to change the contact sequence that relations are listed in and what each relations rights are in regard to that student) **YOU MUST INCLUDE 3 ADULT CONTACTS.**

- Complete all relevant forms on STEP 3 Documents. Click the green check mark after each document.
- Click **Submit to Site**. It will be reviewed by office staff and returned if items are incomplete or missing.

2024-25 Lunch applications will not be available to update until July 1, 2024

If you do not have access to the parent portal, or need your password reset please email: enrollment@prestonps.org or call.

High School - 918-756-3388 ext. 2000

Elem/MS - 918-756-3388 ext. 2110

NEW RESIDENT STUDENT ENROLLMENT

May 23rd & 24th, 2024

The site offices will be open for walk-in assistance on the above enrollment dates.

The following documents are needed on the enrollment day before parents can gain access to the online enrollment portal:

- Birth certificate
- Social Security Card
- Immunization record
- Tribal Card (if applicable)
- Two utility bills in parent/legal guardian name with current address in Preston School District

Once the items have been received, the parent will be given access to an online parent account in WenGage where they can complete the enrollment process for each student.

***If not in-district, an approved **online** transfer application must have been processed by the district prior to the student being allowed to enroll. Open transfer applications for the 24-25 school year will open June 1st 2024 on the Oklahoma State Department of Education website (<https://sde.ok.gov/student-transfers>).

See dates for NEW transfer student enrollment below.

NEW TRANSFER STUDENT ENROLLMENT (K-12)

August 6th & 7th, 2024

New transfer students must have received an official transfer approval letter from the district prior to enrolling. The site offices will be open for walk-in assistance on the above enrollment dates.

The following documents are needed on the enrollment day before parents can gain access to the online enrollment portal:

- Birth certificate
- Social Security Card
- Immunization record
- Tribal Card (if applicable)

Once the items have been received, the parent will be given access to an online parent account in WenGage where they can complete the enrollment process for each student.

****New Transfer Students:** will be notified of transfer status when the capacity data has been determined after July 1.