Online Enrollment Information

Contact Information
registrar@latta.k12.ok.us

Required Enrollment Documents

- All students who have received new immunizations need to **upload** an updated immunization record.
- Complete all required documents for online enrollment in the Student Records Portal

New Students must upload the following documents
- Proof of residence
- State Certified Birth Certificate
- Immunization Records
- Transcript (10th - 12th grade)
- Complete all required documents for online enrollment in the Student Records Portal

Latta Pre-Kindergarten and Kindergarten student, who have not attended a public school, must upload the following documents:
- Proof of residence
- State Certified Birth Certificate
- Immunization Records
- CDIB card (if applicable)

Immunization Requirements on the next page.

Guide to Immunization Requirements in Oklahoma: 2020-21 School Year

OKLAHOMA State Department of Health

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. *Please read the bullets below for essential information.*

Age/Grade	Required immunizations with cumulative doses required		Recommended immunizations
Child Care *Up to date for age*	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib (*Haemophilus influenzae* type B) ◆ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2nd varicella at 4 years old Polio on or after 4th birthday
7th -12th	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■	Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at https://www.cdc.gov/vaccines/schedules/index.html.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccines not administered on the same day.

- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.

- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.

- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series which are administered after the due date do not affect final immunity.

- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.

- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.

★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.

◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.

◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.

■ Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

● The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: http://imm.health.ok.gov.   Revised 05-15-2020 IMM 400

Latta Online Enrollment Schedule for Existing Students

COVID-19 has caused us to take precautions with our enrollment process to keep you and our staff safe. We will be completing our enrollment process online this year. Below is our online enrollment schedule along with some instructions to assist with the online process. **Email is our primary communication.** Please email the registrar@latta.k12.ok.us for any questions.

Please use the following schedule to determine the dates for enrolling your existing student(s) for the 2020-2021 school year. Use the first letter of the student's last name to determine the day you are asked to enroll your existing student(s). Please complete the verification of your existing student(s) demographics. Make any corrections necessary. Complete any required documents that are listed for your existing student(s).   If required to upload a file, take a picture of the document and upload the jpg picture. A warning will be received when documents that are required are missing. You will not be able to SAVE the enrollment until the documents are complete.

Reminder: ONLY the Primary Guardian (which is the number one contact in Wen-GAGE) will have portal access to his/her childs portal.

If you have a student that is NEW to Latta, you need to enroll the new student after you complete the enrollment for your existing child(ren).

Two training videos are provided by Wen-GAGE to assist you in the online enrollment process. Once you log into Wen-GAGE, click on the Student Records Portal. Please click the Training Videos link located in the top left-hand corner. Click and watch the "How to Enroll an Existing Student" video. If a new student needs to be enrolled, click and watch "How to Add and Enroll a New Student".

If you have questions, please email the Registrar at registrar@latta.k12.ok.us   We will get back with you ASAP.

Month	Day	Last Name beginning with the letters
July	9 - 10	A - G
	13 - 14	H - N
	15 - 16	O - T
	17	U - Z
	20 - 22	**Online Makeup Days**
August	3 - 4	**Online Makeup Days**
August	3 - 4	**Families that don't have a device can schedule an appointment for in person enrollment by contacting the Registrar at registrar@latta.k12.ok.us.**

Latta Online Enrollment Schedule for New Students

COVID-19 has caused us to take precautions with our enrollment process to keep you and our staff safe. We will be completing our enrollment process online this year. Below is our online enrollment schedule along with some instructions to assist with the online process. **Email is our primary communication.** Please email the registrar@latta.k12.ok.us for any questions.

If you are new to Latta and wishing to enroll a new student(s), please email the registrar at registrar@latta.k12.ok.us. The Registrar will provide you with a Wen-GAGE login and password to complete the enrollment process along with the required documents that are needed. ONLY the Primary Guardian (which is the number one contact in Wen-GAGE) will have access to his/her childs portal.

Please use the following schedule to determine the dates for enrolling your new student(s) for the 2020-2021 school year. Enrollment is available July 27 - 31. During the online enrollment process, complete any required documents that are listed for your new student(s).   If you are required to upload a document, take a picture of the document and upload the jpg picture. A warning will be received when documents that are required are missing. You will not be able to SAVE the enrollment until the documents are complete. Please refer to the Parent Information sheet for more detailed instructions.

A training video is provided by Wen-GAGE to assist you in the online enrollment process. Once you log into Wen-GAGE, click on the Student Records Portal. Please click the Training Videos link located in the top left-hand corner. Click the video--How to Add and Enroll a New Student.

Month	Day	
July	27 - 31	**New Students A - Z**
August	3 - 4	**Online Makeup Days**
August	3-4	**Families that don't have a device can schedule an appointment for in person enrollment by contacting the Registrar at registrar@latta.k12.ok.us.**

General Guardian/Parent Information

- **All Primary Guardians MUST have a Wen-GAGE account before access is given to the Student Portal.**
- **Account Activation--If you are a parent/guardian of an existing Latta student and you don't already have an account for Wen-GAGE, please contact the registrar@latta.k12.ok.us to request one.**
- **Reminder: ONLY the Primary Guardian (which is the <mark>number one contact</mark> in Wen-GAGE) will have portal access to their child(rens) portal.**
- **New Students who do not have siblings in the district or have never been in the district must email the Registrar to receive Wen-GAGE login information.**

- **Student Portal is scaled down to fit a smartphone, iPad, laptop or desktop.**
- **Required school documents can be uploaded by taking a picture with one of the devices mentioned above.**
- <mark>**Contact registrar@latta.k12.ok.us for any questions that you may have.**</mark>
- The site number for each site is listed below and will be listed when you are verifying enrollment or completing new enrollment.
  - **Latta Elementary - PreK - Fifth   Site 105**
  - **Latta Middle School - Sixth - Eighth   Site 510**
  - **Latta High School - Ninth - Twelfth   Site 705**
- **The URL for the Wen-GAGE website is http://ok.wengage.com/latta or go to the Latta Website and click on the Quicklink for Wen-GAGE. You will need your account information that you previously received to log into the site.**
- Once you log into Wen-GAGE and click **Student Records Portal**, you will see an option to enroll any existing student that was enrolled at Latta during the 2019-2020 school year. Click on the link (see below) beside the student's name to begin the process.

  Select a task for a Student below or

  Enroll Student - 2020-2021

- If you are enrolling a **NEW STUDENT,** click on the Add New Student link.

  Add New Student

- There are three tabs at the top of the page, Demographics, Relations, and Documents. Click Save and Continue as you complete each step.

  | Step 1 Demographics | Step 2 Relations | Step 3 Documents |

- Under the Relations tab, click the Update Relation link to verify information for each relation. If you are enrolling a New Student and you have an existing student(s)**,** choose to **copy the relations from existing student(s)**.
  Guardians - your physical address is the default address. Primary Guardian also must also include a default phone number and default email address.

Update Relation

Remove Relation

- Please check the appropriate boxes that apply to this relation.

Check the following indicators that apply to this relation for the student.

Parent/Legal Guardian	☐	This relation is the parent or legal guardian of the student.
Has Custody	☐	This relation has custody of the student.
Access To Records	☐	This relation has access to the student records.
Pickup Rights	☐	This relation has pickup rights for the student.
Emergency Contact	☐	This relation is an emergency contact for the student.
Lives With	☐	This relation lives with the student.

- Complete any required documents that are listed for your existing student(s).   If a document is required, the required indicator will be displayed next to the Upload Document link and the instructions will display below the link.

Upload Document (Required)

- You may take a picture of the document and upload the jpg picture. For example: if you start filling out the enrollment forms on a laptop but need to upload a document, take a picture of the document using your phone. Email yourself the picture from your phone to your laptop and save to your laptop or plug your phone into your laptop to upload the picture. You can then browse to find the picture on your laptop.

Document | | Browse...

- If a signature is required on a document, use your mouse to sign the form.

Signature:

- **==ATTENTION==: Once you've completed a document, click the submit button, which is the green check mark near the top of the page, to save the completed document. If you're filling out a form ==on your phone, tap on the screen twice to make the submit button appear==.**

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- A warning will be received when documents that are required are missing. You will not be able to SAVE the enrollment until the documents are complete.
- **After you have completed the information in all three tabs, click Submit to Site**. If you have started but not submitted a Student Enrollment to the Site, you will not be allowed to work with another student until enrollment is completed and submitted.

Submit To Site

- After submitting the information for a student, click Back to Students if you need to enroll another student.

Online Enrollment FAQs

1. **How do I get a Wengage account so I can enroll my student on-line?**
   Please contact the school's registrar at registrar@latta.k12.ok.us with your name and email address. You will receive an email back with your Wen-GAGE username and password. You can then go to the Student Record Portal in Wengage to enroll and update your student's information. You can manage all of your students from your single log-in. The Wengage site can be reached through the link on Latta's website, latta.k12.ok.us, or you may enter ok.wengage/Latta in your browser.

2. **When do I enroll my student?**
   Guardians will be allowed to log-in to their Wengage accounts and enroll students based on the student's last name. Last names beginning with:
   A-G will enroll on July 9th and 10th
   H-N on July 13th and 14th
   O-T on July 15th and 16th
   U-Z on July 17th.

   There will be five online makeup days to enroll, July 20th-22nd, and August 3rd and 4th.
   New students will enroll July 27th-July 31st.
   You may enroll online at the high school computer lab on August 3rd and 4th. You will have to make an appointment with the Registrar.

3. **Can I enroll an existing student and a new student the same day?**
   Yes, if you're enrolling an existing student, you can enroll your new student at the same time.

4. **Can I enroll on my cell phone or ipad?**
   Yes, information on the screen will be adjusted so it can be viewed on any electronic device.

5. **Does it matter which parent/guardian enrolls my student?**
   Only the primary guardian listed in Wengage may enroll the student and update his/her records. You may contact the enrollment registrar by emailing registrar@latta.k12.ok.us to change the primary guardian.

6. **Do I have to manually fill out my student's information and relation information for each student I'm enrolling?**
   If your children are returning students, you will just need to verify that their information already in Wengage is correct. When you log-in to the Student Record Portal, your returning students will display on a student list. You will click "Enroll Student" that appears next to their name. You will then see your student's information already saved in Wengage, verify that it's correct, and make changes if needed. If you have a current student and need to enroll a new student, you can copy relation information from the current student to the new student.

7. **How will the school receive my enrollment documents; for example, a birth certificate?**
Documents will need to be uploaded during the enrollment process. You will be able to browse for your documents on your device during that step of enrollment. You may also take photos of documents on your phone and upload them through your camera roll.

8. **If I'm enrolling my student on my computer but use my phone to take a picture of a document, how do I upload the document?**
Email yourself the picture from your phone and save to your computer or plug your phone into your computer to upload the picture.

9. **What if I have not completed the online enrollment forms correctly or uploaded all the required documents?**
The forms will be sent back to you via your email with instructions on how to correct the form. If you try to submit the enrollment forms without completing the required documents, you will get an error message that the required documents must be completed.

10. **How will I know if my enrollment information was received by the school?**
After you finish the three steps required (Demographics, Relations, and Documents), you will click on "Submit to Site." You will get a message that you are about to submit this request. Click "Yes" to continue. Once you submit your enrollment information, you will not be able to go back and edit your information. After submitting, click "Back to Students." The "Submitted" status will now display next to the enroll student link. If you started but did not complete the enrollment information, the status will display as "Started." You will then need to go back and complete the enrollment and submit.

11. **Can I update my child's information after enrollment?**
You will be able to use your Wengage account to enter the Student Records Portal and update demographic and relational information throughout the school year.

12. **How do I receive help with enrollment?**
You will see two videos when you log-in to the Student Record Portal in Wengage, "How to enroll an existing student" and "How to Add and Enroll a New Student." Each video is approximately 12 minutes long. Please watch your appropriate video prior to enrolling. You may come to the high school computer lab on August 3rd or 4th for assistance. You may also contact the registrar at registrar@latta.k12.ok.us with any questions.