



# STROUD PUBLIC SCHOOLS



720 Gillipsie Ave, Stroud, OK 74079

Phone: 918.968.2541/Fax: 918.968.3656 / [www.stroud.k12.ok.us](http://www.stroud.k12.ok.us)

## **STROUD STUDENT ENROLLMENT SUBMISSION INSTRUCTIONS**

### **\*FOR PARENTS/GUARDIANS THAT ALREADY HAVE A WENGAGE LOGIN**

- Go to <http://www.stroud.k12.ok.us>
- On the right side of the screen select WENGAGE PARENT PORTAL
- Login with your guardian account. It can **NOT** be a student account.
- After logging in, select the **STUDENT RECORDS PORTAL** icon.
- Click **ENROLL STUDENT**. Do **NOT** select UPDATE STUDENT as that will **NOT** upload all of the required documents in tab #3
- From this page, you will begin to enter student information
- We suggest using a desktop or laptop to complete. This is a much more difficult process on a cell phone.

## **FOR PARENTS/GUARDIANS THAT HAVE CHILDREN IN THE DISTRICT BUT DO NOT HAVE A WENGAGE GUARDIAN ACCOUNT**

- Go to <http://www.stroud.k12.ok.us>
- On the right side of the screen select WENGAGE PARENT PORTAL
- Select SIGN IN
- Select REQUEST AN ACCOUNT
- Follow the instructions for entering information to create an account.

## **FOR PARENTS/GUARDIANS THAT ARE ENROLLING NEW STUDENTS IN THE DISTRICT**

- Go to <http://www.stroud.k12.ok.us>
- On the right side of the screen select WENGAGE PARENT PORTAL
- Select SIGN IN
- Select REQUEST AN ACCOUNT
- Follow the instructions for entering information to create an account.

## **FOR PARENTS/GUARDIANS THAT HAVE A WENGAGE ACCOUNT BUT CAN'T REMEMBER THE PASSWORD**

- Go to <http://www.stroud.k12.ok.us>
- On the right side of the screen select WENGAGE PARENT PORTAL
- Select SIGN IN
- Select FORGOT PASSWORD

## **FOR INSTRUCTIONAL VIDEOS ON THE PROCESS (AFTER YOU HAVE YOUR LOGIN ID SETUP)**

- Go to <https://ok.wengage.com/STROUD/Training/Videos?systemId=studentinformation&categoryId=iSRP>

**\*\*Make sure to "submit to site" once you have completed ALL of the necessary documents\*\***

**\*\*Do NOT select UPDATE STUDENT as that will NOT upload all of the required online paperwork in the documents tab\*\***

**\*\*Important Note\*\* If you have a student that participates in any Middle/High School-related extracurricular activity clubs or athletics, the following forms are required to be filled out online during your enrollment process. All of these forms will be listed within the Documents Tab.**

**Athletics:**

OSSAA Eligibility Record Form

Student Extracurricular Drug Testing Form

Concussion & Head Injury Acknowledgment

Sudden Cardiac Arrest Information Sheet

OSSAA Physical Form

Sex At Birth (The Under 18 or 18 and up depending on age)

**Academic Team/Band/Vocal:**

OSSAA Eligibility Record Form

Student Extracurricular Drug Testing Form

**BPA/FCCLA/FFA/NHS/STUCO/G&T:**

Student Extracurricular Drug Testing Form

If you have any additional questions please contact:

Parkview - 918.968.4711

Middle School - 918.968.2200

Stroud High School - 918.968.2542