

It's time to enroll for the 2023-2024 school year.

Enrollment will open up on Monday, 3/27/23.

If you are reenrolling from last year, please follow the instructions listed below:

REENROLLMENT

Go to www.wengage.com/coyle

1. Sign in (if you do not remember your login information, please call Holly (HS office) or Gayla (elementary office)).
2. Click on the student records portal.
3. Beside student's name will be enrollment options, select Enroll 2024.
*If you do not see enroll 2024, you must select enroll 2023 (started), and in the top right hand corner select delete submission. Then the enroll 2024 should appear, select it.
4. "Step 2 – relations" should appear, update any relations to the student as needed for pick up or emergency contact. Save and go on to "step 3 – documents".
5. You **MUST** upload a current utility bill.
6. Fill out and sign all **REQUIRED** forms.
7. When you complete and sign all **REQUIRED** forms, then select the submit button on the top right.

You have just successfully completed enrollment for that student.

*If you have a new enrollment or are enrolling for PRE-K see the next set of steps below:

NEW ENROLLMENT

Go to www.wengage.com/coyle

1. You will need a user id and password. Please follow the directions on the screen to request this information. Once submitted and approved, we will contact you with your user id and password.
2. Log in with your new id, go to the student records portal click add new student.
3. Step one: Enter students' information.
4. Step two: Enter any relations you would like to have as an emergency contact and/or pick up person.
please list at 2 contacts
5. Step three: Upload and sign documents. For ALL new students a birth certificate, current shot record, and a current utility bill **MUST** all be uploaded. Then fill out and sign all **REQUIRED** forms.
6. Submit the enrollment, in the top righthand corner click submit, and confirm. After that it should say submitted next to student's name in the student records portal.
7. You should receive a confirmation email once the office staff has posted the students enrollment.

**** PRE-K enrollment ****

Pre-K is limited to the first 20 students. You must submit the enrollment and have it posted by the school for it to count in the first 20 spots allotted for that class.