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Pre-Enrollment Instructions for All Currently Enrolled Students

- All Tecumseh Public Schools students will be pre-enrolling online for the 2021-2022 school year using the Guardian Portal and Student Records Portal located at <https://ok.wengage.com/Tecumseh/>. Please log in and complete the pre-enrollment process before the end of the day on Friday, May 21st.
- Use the above link to access the Guardian Portal for your student(s). If you do not remember your password, you can click the link under Forgot Password on the web page and follow the steps to reset it. If you need assistance with your login credentials to access the Guardian Portal, please contact your child's school as soon as possible during regular school hours. *Remember that you will only see the student(s) for whom you are listed currently as the primary contact in our system. If another person is listed as the primary contact for one of your students, then that person will need to pre-enroll that child.*
- Once you have logged into your Guardian Portal account:
 - Click on the *Student Records Portal* icon.
 - Select the student you want to pre-enroll and click on *Enroll Student 2021-2022* located to the right of the student's name. If you are only given the *Update Student* option and not the *Enroll student* option on this step, please contact your child's principal.
 - Complete all the information on the Step 1 Demographics tab and then click *Save and Continue*.
 - Complete the information on the Step 2 Relations tab and click *Submit to Site*.
 - The Step 3 Documents tab will not have any forms to complete at this time.
- Once you complete Steps 1 and 2, this will complete Part 1 of the pre-enrollment process for the 2021-2022 school year for your child. You will need to complete these steps for each student in your Guardian Portal account who is currently enrolled in Tecumseh Public Schools.
- For Part 2 of the pre-enrollment process, we will ask you to log into the Guardian Portal on or after Monday, July 12th to complete the forms for each student. The district will

send out digital reminders during that week to remind you of the need to complete the enrollment process.

- If you have a new student who is not currently enrolled in our district, we ask that you fill out the form for new students for that child's grade level to begin the enrollment process. That form can be found on the district's website under Pre-Enrollment for New Students.