

PLEASE READ THIS FIRST
2020-2021 ENROLLMENT

July 23, 2020

Dear Parent/Guardian of HS Student(s):

This school year we will be participating in an enhancement pilot of the Wengage Gradebook Program. This option will allow the primary parent/guardian to complete the annual enrollment process and forms online utilizing the Guardian Portal.

In the past, we have issued only Student Portal logins where parents and students have shared the login to keep updated on grades and lunch account information. Your student will continue to use that login, but we respectfully ask that parents use the Guardian Portal.

For security reasons, the process to assign a Guardian Portal login requires two steps. If you have a default email in our system, you will receive an email from Municipal Accounting Systems Inc. (MAS). Please save this email. A letter with the Activation Code will be given to your child when they pick up their class schedule. If you do not have an email on record, your student will bring home instructions for you to access the Guardian Portal.

Only the primary parent/guardian listed as the first contact will be issued a login and will be responsible for completing the electronic forms and verifying the demographic information for each of their high school students. If another parent/guardian needs a login, please contact the office. Once you've activated your account, enter the Student Records Portal where a short video is available to help answer questions about the enrollment process. After viewing this video, should you have any questions; please feel free to call me at 567-2281, ext 8520 or email me at rdean@prague.k12.ok.us. It is suggested that you use at least a tablet-sized screen, but it is possible to use your cell phone. Don't hesitate to use the student issued laptop. Once the information is submitted, we will review/accept or return items for corrections. The portal may be used during the school year to update information. Please remember, if you move out of the school district, you must contact the HS office to request information on a student transfer.

This is a learning process for me also and I welcome any feedback you may have to make this effort a success. Municipal Accounting Systems Inc. requests feedback from participating schools; therefore your suggestions will be forwarded to help develop the best possible product.

If you do not have access to the Internet, paper copies of the enrollment forms are available in the office.

Thank you in advance for your participation.

Sincerely,

Rhonda Dean
PHS Registrar