# SHADY POINT PUBLIC SCHOOLS
WARRIORS

# ONLINE ENROLLMENT FOR 2026-2027 SCHOOL YEAR

PARENT STEP-BY-STEP ENROLLMENT GUIDE




## 1
**Go to:**

oked.sylogist.com/shadypoint

**Then**

Click Request Account




**IMPORTANT:**
Use a current email address you check regularly.
Your account request must be submitted and approved before you can begin enrollment.

## 2
**OPEN THE STUDENT RECORDS PORTAL**




After logging in, click on:

**STUDENT RECORDS PORTAL**



## 3
**WATCH THE TRAINING VIDEO**



Before making changes, watch the training video:

**"How to Enroll a New Student"**



## 4
**ACCOUNT LINKING**



You've requested an account!

Your child(ren) will not appear in your account yet. Click **"Add New Student"** and complete each step.

## 5
**COMPLETE ALL FORMS**

Complete each enrollment form and upload required documents.

**DOCUMENTS TO HAVE READY**

- Birth certificate
- Social security card
- Immunization record
- Proof of residency
- Parent/guardian photo ID
- Custody documents (if applicable)
- Tribal Verification (if applicable)

Uploads may be completed from a PC, smart phone, or tablet.

## 6
**SUBMIT TO SITE**




Once all forms and required documents are uploaded, click "Submit to Site."

Repeat the process for each student.





*QUESTIONS?*
Contact our Enrollment Team

enrollment@spk12.org

(918) 963-2595

SCAN TO DOWNLOAD THE APP

Apple App

Google Play App

***ENROLLMENT MUST BE COMPLETED EVERY SCHOOL YEAR.***

*Thank you for being part of our Warrior Family!*