

## About Parent Registration in School Loop

### *Why register parents?*

Parent registration in School Loop is important because a parent can only access and benefit from the features of School Loop if they are registered. When parents are registered, they are able to:

- Receive the daily email
- Access information about their child's courses

### *Registration for returning parents*

- If the parent is registered last year at the same school, they do not need to reregister.
- Parents who were *not* registered last year, will need to register.

### *Registration for new parents*

- All parents with students that are new to a school will need to register.
- If a school has not used School Loop before, all parents need to register.
- Parents with students that used School Loop at a different school last year will need to register.

### **Parents self-register from the login page. Parents need to know their child's student ID number.**

**Resource Tip!** Printable resources: "How To Register, For Parents" and a map of a parent homepage are available in English and in Spanish in the Administrator Help Section or in the Resources section of the School Loop Leader's Guide.

## Administrator Tools

### *How to view a list of registered parents:*

1. Click User Account Management in the Toolbox on the right side of an administrator homepage.
2. Click the Parents tab.
3. Student names are listed. To access parent information, click the name of the student.

## Ideas for Registering Parents

**Summer Registration:** When students (and parents) are on campus to register during the summer, set up a few computers (the more the better). Have a few student or parent volunteers stationed to assist. Each computer should be set to your school's URL for School Loop. Have each parent and student spend 3 minutes registering. It is ideal to have the station after the student receives his/her ID card or schedule of classes that clearly displays the Student ID number.

**Back to School Night:** Set up a computer lab stop during a Back to School night. Have a few student or parent volunteers stationed to assist. Each computer should be set to your school's URL for School Loop. Have each parent spend 3 minutes registering.

**PTA/PTSA:** During the PTA meetings, have a computer available and parent volunteer able to help assist parents through the registration process. Have the PTA/PTSA include a flyer in any of their mailers.

**School Loop Registration Day:** Have a day set aside where students commit to getting their parents registered. Send each child home with a flyer about parent registration.

**Include a Letter About Registration:** Include the How to Register, For Parents document in a:

- Back to School packet
- About the School packet
- Ninth Grade Orientation packet
- School Newsletter
- Or send a letter home specifically about School Loop!

**Auto Dialer/List Servs:** If you have an existing auto dialer system or list serv, send an announcement out with the school's URL for School Loop.

**Special Topic Meetings:** Some schools have a "Meet the Principal" event or a session on safety and the Internet. These are excellent opportunities to introduce School Loop and have computers and volunteers available for registration.