



# Re-registration



*Go Green*

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## Agenda

- How to find returning students
- Adding fields to student and parent profiles
- Re-registration
- Accepting re-registration fees online
- Print emergency forms
- Staging incoming families
- Question and Answers

## How to find returning students

- Ask who is returning next school year
  - For budget? To finalize tuition rate?
- Use [Admin] => 'Returning Students Report'
  - Add/clear returning student fields (in student profile)
    - Are you returning next year?
    - Next year grade – visible only to admins
    - Reason for not returning? (Not a standard field. Ask support to add it.)
  - Email families
    - Don't email graduating class
  - Set a deadline!
  - Follow up, follow up, follow up...
  - Run report to find who is returning
  - Finish – hide returning student fields
- Enrollment report uses returning student info

## Adding fields to student and parent profile

- Student
  - Demographics, medical info, emergency contacts etc.
- Parent
  - Work info, cleared for driving/volunteering
- You cannot add fields. Request SS support.
  - Send **details of fields** to be added
- Field properties
  - Label – ask clearly
  - Type of field – text, select one of the values, multi selection
  - Mandatory?
  - Can parents view/edit

## Re-registration

- Add a link/page defining the process
- Steps
  - Explain the process
  - Collect tuition info
  - Update profile
  - Ask family data
  - Take payment
  - Have parents download, sign forms and bring to school office
    - Decide that needs to be signed – contract, emergency forms?

## Process

- Setup registration
  - Take help from support
- Review yourself
- Have few parents try out and give you feedback
  - Don't give them any extra instructions so that you can verify the instructions online.
  - Incorporate feedback.
- Open to all families
- Set a deadline
- Follow up, follow up ...
- Offer incentives – early registration discount?
- Print forms

## What can I do with data collected?

- [Admin] has various tools
  - Family directory
  - Labels
  - **Download member list**
  - **Emergency form**
  - **Medical condition and allergy report**
  - Print member profile
  - **Profile Update Report**
  - Contact details & Sharing Report
  - Youngest/Oldest Student Report:
  - Birthday Report

## Staging new families

- Add new families after they accept (pay registration)
- Create new groups, select group visibility
  - New families – even parents of existing siblings?
  - New- K (grade level PreK4)
  - New-1 (grade level K)
  - New-2 (grade level 1)
- Use family add
  - Remember to select existing parents
- Should new families login?
  - Good retention strategy
- What to share with new families?
  - Calendar, announcements, newsletter, registration