Alumni Updates and Email Outreach

Enrollment · https://docs.dacapoinventory.com/doc/how-the-alumni-feature-works-in-da-capo-inventory/

The **Alumni** feature in Da Capo Inventory helps teachers and administrators track graduates, record post-high school outcomes, and send emails inviting alumni to update their information. Students on this list include students who were enrolled (checked off) in the Program Enrollment page in Band, Orchestra, Choir, General Music, or Marching/Uniforms when they graduated.

What Staff Can Do in Alumni

- View district-wide alumni
- See graduation year and enrolled program history
- Update comments, educational outcomes, and job outcomes
- Open a detailed alumni record to edit additional contact information
- Send emails to selected alumni/families or to everyone in the current filtered list

Who Receives the Email

The email is sent to the contact email addresses on file for each alumni record. That can include the **student email** and also **parent/family email addresses** if they are saved in the student contact record. Opted-out addresses are skipped.

The Alumni Update Link

When sending an email, staff can choose to include a special personalized link that allows the alumni to update their own information.

What Alumni Can Update

- First name
- Last name
- Email address

- Educational outcome
- Job outcome
- Comments, such as college name, workplace, or how the music department helped them

This feature makes it easy for schools to keep alumni records current and gather meaningful post-secondary outcome data directly from former students.