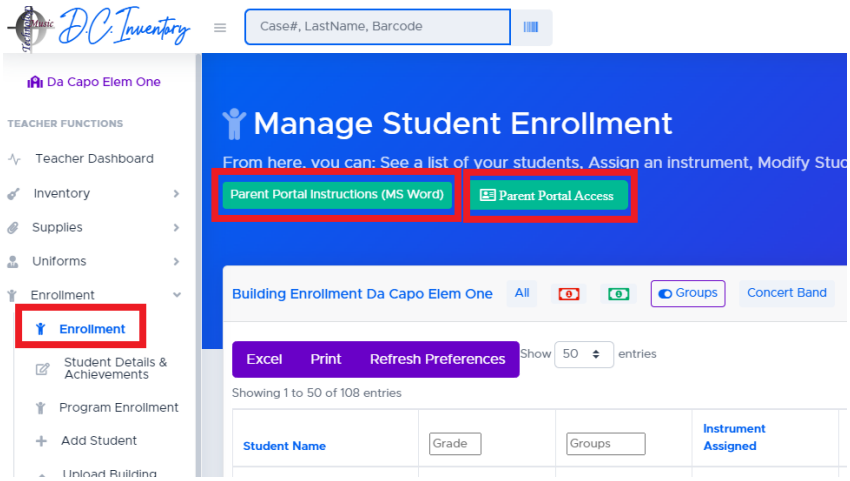
Parent Portal Information Dissemination

Department Leader Documentation · https://docs.dacapoinventory.com/doc/parent-portal-information-dissemination/

Teachers

Teachers can send out parent portal information using two links on the 'Teacher Enrollment' page. The first link near the top of the page contains a letter to parents that explains how to create an account, and the second link contains stickers (Avery 5160) with access codes so parents can attach their child to their user account.



Administrators

Administrators, however, may wish to have a streamlined plan in place when asking parents to register for a parent portal account (such as for trip payments or state festival pre-registration). The following document library might be of assistance to you. Feel free to modify these documents and messages.

1. Email from you to your teachers containing instructions on how to link their Da Capo Music Festivals account to their Da Capo Inventory account.
2. Email to teachers telling them about a letter that is going home
    - Letter to Parents

3. Parent Portal Account Creation Instructions - with Mail Merge
    - To obtain the data for the mail merge, ensure that you are on the "Director" side of the program. Click "Manage Enrollment" then "District Program Enrollment" then "Excel". You may wish to sort by building, last name, and separate out band and orchestra.
4. Sample memorandum to teachers as the Teacher or Parent registration deadline approaches