Parent Portal

Enrollment · https://docs.dacapoinventory.com/doc/parent-portal/

What can Parents see or do?

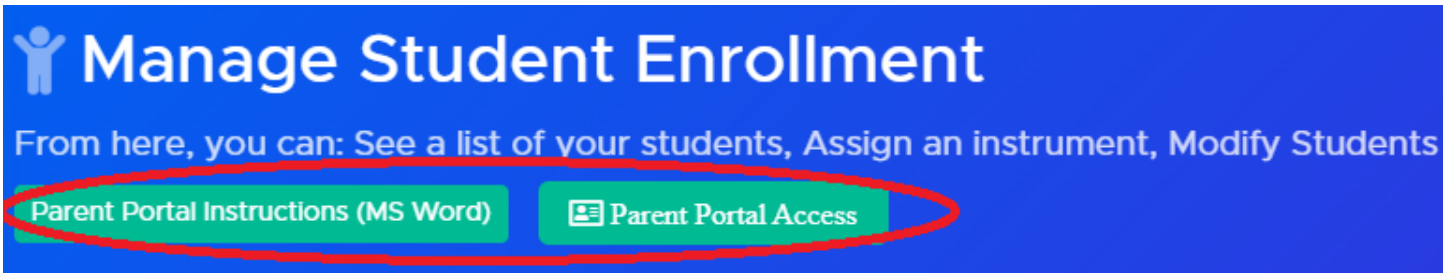
- Add their children to their account using codes provided by the teacher (instructions below)
- Update the spelling of the child’s name
- Update telephone numbers and email addresses for the student and the three caregiver contacts
- View current rental Instrument, Case#, Serial#, Date Rented
- View Student rental history (each instrument the student has borrowed, date borrowed & date returned)
- View student fundraising transactions, transaction notes, and current balance
- Ability to pay Credit Card for Field Trips, Instrument Maintenance Fees, and for NY clients, Spring Festival Registration fees
- Ability to view student achievements such as spring festival adjudications and uploaded rating sheets if this function is enabled by the Director of Music
- NY Clients can see their children's scheduled Spring Adjudication Festival time if this function is enabled by the Director of Music

What additions are being considered?

- Possibly an Ensemble Store for spirit gear
- Lesson Attendance and Lesson Notes as recorded by the teacher. I plan on allowing the teacher to toggle this setting on or off (thus preventing parents from seeing lesson remarks).

How can I give parents information on how to register for the Parent Portal?

1. Navigate to the ‘Enrollment’ screen and notice the two teal buttons near the top:



2. The first link, Parent Portal Instructions, will allow you to download a MS Word document that you are welcome to adjust to meet your needs. Basic instructions are provided, but you may wish to change some of the language to meet your needs.
3. The second link will generate a sheet of labels that you can print out on Avery 5160 (or compatible) labels. ***Hint: If you just want to print labels for flutes, search for Flute, then click the right teal button.***
4. You can then affix those stickers to the MS Word document that you customized and parents can register their child(ren) into their account.
5. Note: A student will need to be 'enrolled' in a program (through the program enrollment page) in order to appear on this Enrollment page - and thus have a label with access codes generated for them.

How can I tell if a parent has registered for the Parent Portal?

1. Enter the ‘Student Details’ page and search for the student (or, click the green student in the actions column of the enrollment page)
2. Click the last tab on the right - Portal
3. If the parent has registered, there will be a notification on this page.
4. If the parent has not registered, you will be able to see the Student ID and Access Code.