



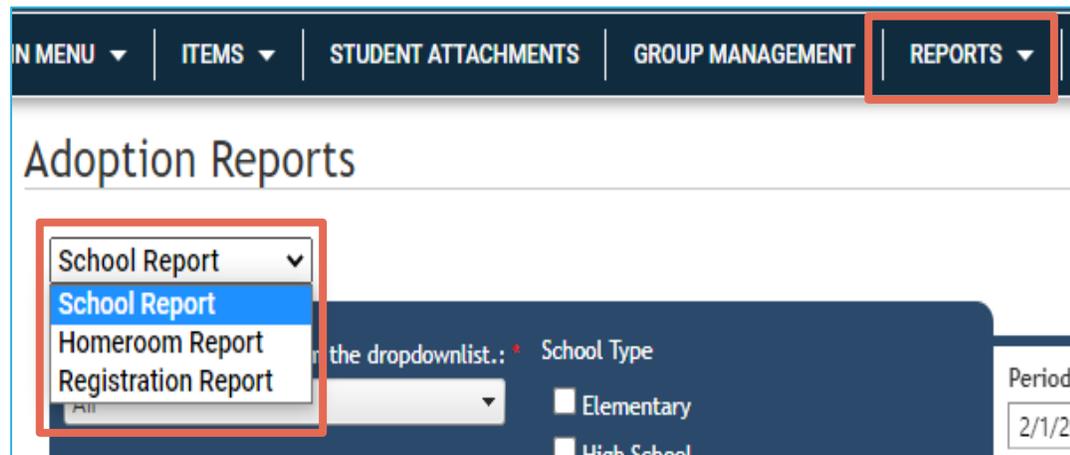
Donna

Understanding the Adoption Report



Who Is Registered

Do you know how to verify the number of parents registered at your school?



- Select the Reports tab from the View Items window
- Choose Adoption Report
- There are three reports available to you:
 - School Report – provides an overall percentage for the school
 - Homeroom Report – indicates the classroom enrollment and how many are registered within that homeroom
 - Registration Report – provides information as to which student is or is not registered, depending on the filter selected

Who Is Registered

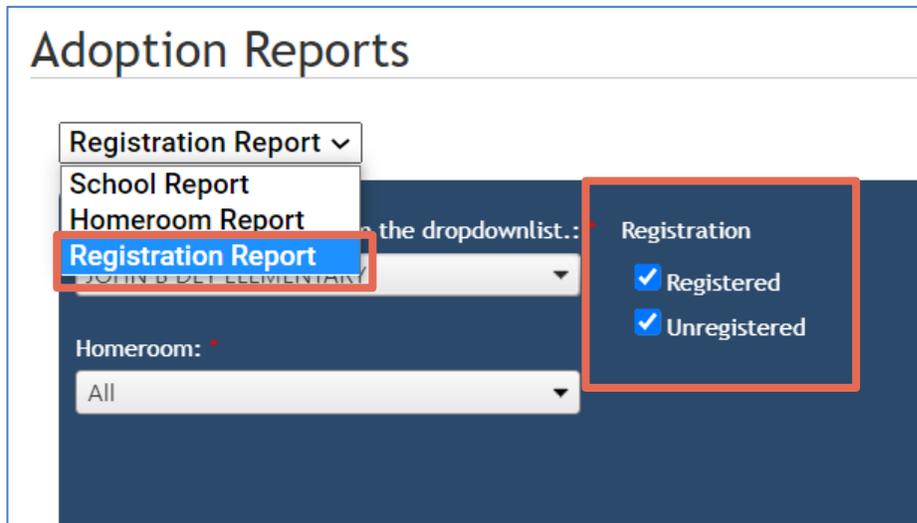
Registration Report

The screenshot shows a web interface titled "Adoption Reports". A dropdown menu is open, showing options: "Registration Report", "School Report", and "Homeroom Report". The "Registration Report" option is highlighted in blue. Below the dropdown, there is a "Homeroom:" label and a dropdown menu with "All" selected. A red box highlights the "Registration" section, which contains two checked checkboxes: "Registered" and "Unregistered".

- Upon selection of the **Registration Report**, the *Registration* will default to both **Registered** and **Unregistered** as selected
- If the district and school has just started encouraging parent registration, view the **School Report** first to determine the percentage of registered

Who Is Registered

Registration Report

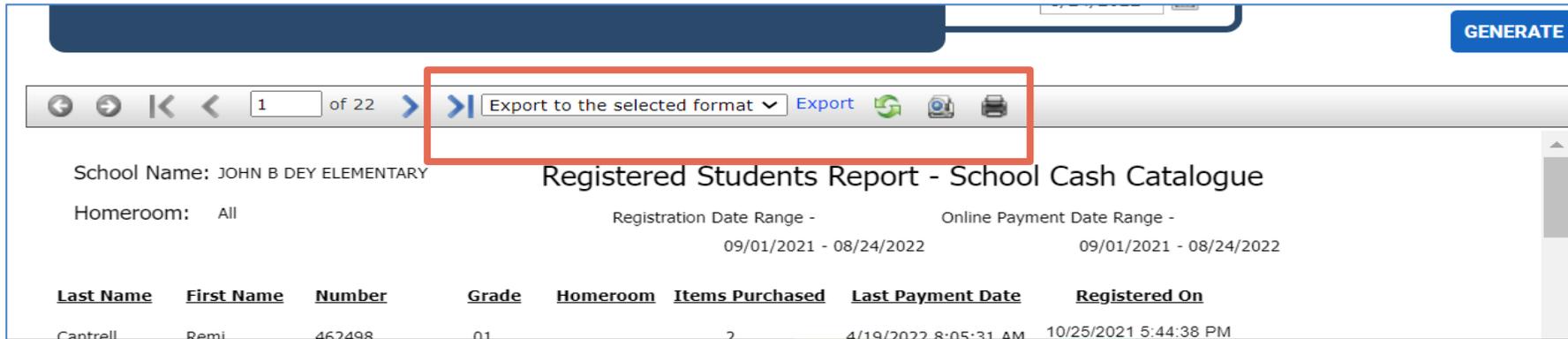


The screenshot shows the 'Adoption Reports' section of a software interface. A dropdown menu is open, showing options: 'Registration Report' (highlighted in blue), 'School Report', and 'Homeroom Report'. Below the dropdown, there is a 'Homeroom:' label and a dropdown menu with 'All' selected. To the right of the dropdown menu, there is a 'Registration' section with two checkboxes: 'Registered' and 'Unregistered', both of which are checked.

TIP:

- If the registered percentage is below 50%, you may wish to *uncheck* the **Unregistered** checkbox
 - the system will display all those registered
 - the report can be exported for ease to view and sort
- As registration is promoted and continues, eventually the registered percentage will increase, and you may then decide to just view the unregistered

How to Export the Report



School Name: JOHN B DEY ELEMENTARY
Homeroom: All
Registration Date Range - 09/01/2021 - 08/24/2022
Online Payment Date Range - 09/01/2021 - 08/24/2022

Registered Students Report - School Cash Catalogue

<u>Last Name</u>	<u>First Name</u>	<u>Number</u>	<u>Grade</u>	<u>Homeroom</u>	<u>Items Purchased</u>	<u>Last Payment Date</u>	<u>Registered On</u>
Cantrell	Remi	462498	01		2	4/19/2022 8:05:31 AM	10/25/2021 5:44:38 PM

- Select the report filters
- Generate
- From the field that defaults to “Export to the selected format”, select the preferred format

TIP:

- PDF is a static format
- CSV will provide the opportunity to sort and filter

Who Is Registered & Paying Online

Adoption Reports

Registration Report ▾
School Report
Homeroom Report
Registration Report

Registration Date
Start: 9/1/2021
End: 8/24/2022

Online Payment
Start: 9/1/2021
End: 8/24/2022

GENERATE

School Name: JOHN B DEY ELEMENTARY
Homeroom: All

Registered Students Report - School Cash Catalogue

Registration Date Range - 09/01/2021 - 08/24/2022
Online Payment Date Range - 09/01/2021 - 08/24/2022

Last Name	First Name	Number	Grade	Homeroom	Items Purchased	Last Payment Date	Registered On
Centrell	Remi	462498	01		2	4/19/2022 8:05:31 AM	10/25/2021 5:44:38 PM

- Select the checkmark beside Online Payment
- Review and possibly revise the start and end dates
- The Registration Report will display:
 - Items Purchased
 - Last Payment Date
 - Registered On Date

Parent Awareness



**NOW IS THE TIME TO
BUILD ON THIS SUCCESS
CONTINUING TO
SPREAD THE WORD**



Benefits To Parents/Guardians

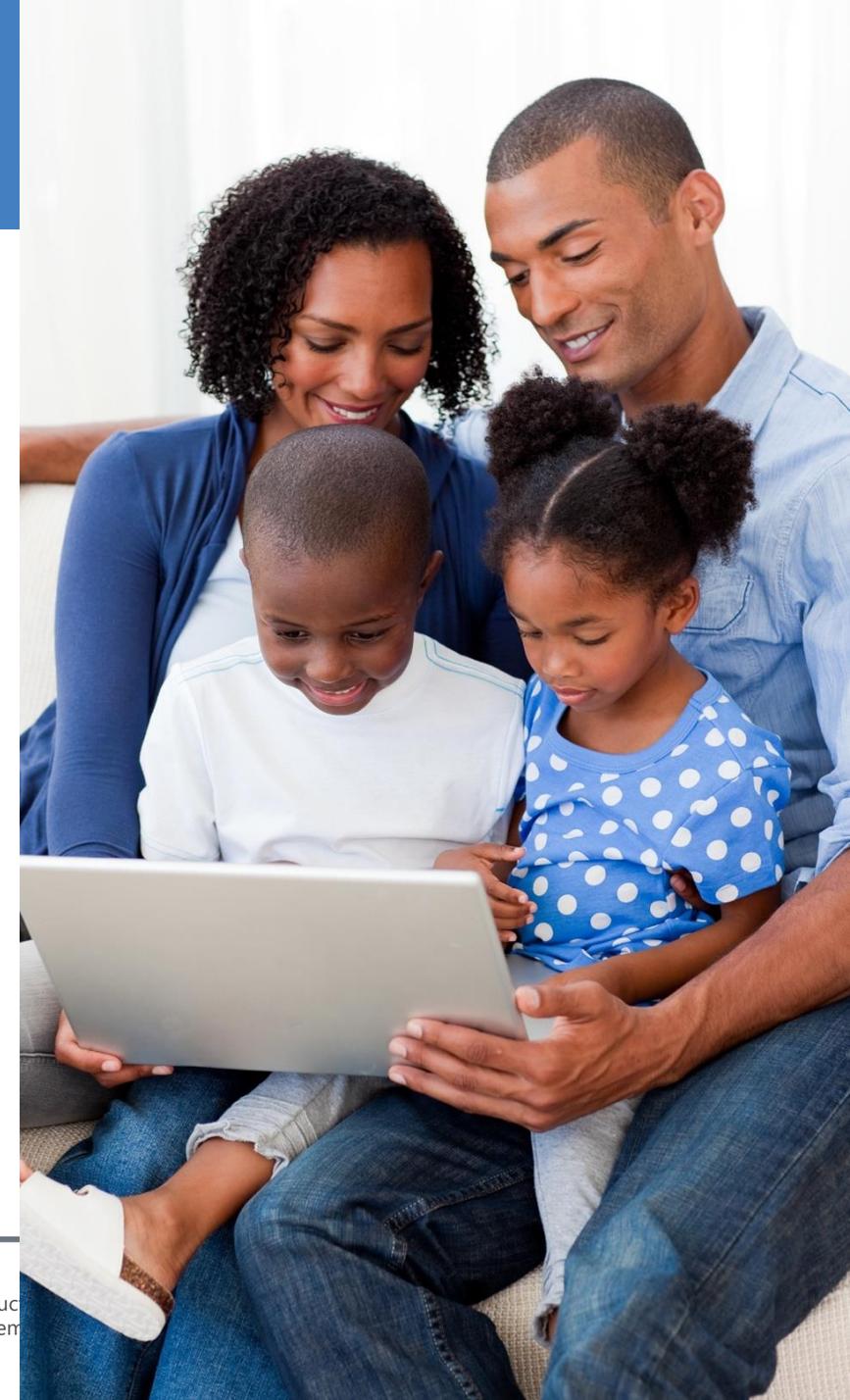


- Parents/guardians want to be “in the know” about activities & school fees
- Registering with SchoolCash Online provides parents/guardians:
 - An online payment opportunity
 - Added communication venue
 - Can previous online payments through history
 - Able to print own receipts



SUCCESS IS BUILT WHEN SCHOOLS

- Create a culture of contactless payments
- Communicate that paying fees online using SchoolCash Online is the preferred payment method
- Add registration information to anything being sent home for start of school



Ways to Engage Parents

- Ensure SchoolCash IS on your school's website
- Add 'How to Register' QR codes to all posted and distributed information
- This QR code takes you to the actual district SchoolCash Online site
- [Let's try this!](#)
- Add this QR code to any material going home, the school's social media posts
- Once the information is on your school's website, create your own to direct parents to your school's website, where they can find information on the SchoolCash Online payment solution
<https://www.kevclientsuccess.com/qrcode>

