



# 2019–2020 Read to Succeed Checklist

## November:

### All Educators:

- Register for the program.**
  - When you register, please memorize your password. DO NOT share your password with anyone.
  - If you registered last year, you can log in to your account from last year using your email address and password (from last year) and verify your information.
  - Ensure your park selection is correct. Only one park may be selected.
  - Be sure to LOG OFF from your account when you are done, especially when you are using a public computer.

### Traditional Teachers:

- Download and print the Program Materials.** Only use official materials found in your online account. Traditional School Teachers please download and print out your personalized Reading Log. Send your personalized Reading Log home with your students. The personalized Reading Log includes the information, a unique code and the link for parents to set up their student's eReading Log.

### Homeschool Teachers:

- Download and print the Program Materials.** Only use official materials found in your online account. The Homeschool Reading Log will be available in your Teacher Toolbox. Download and print the Homeschool Reading Log to track your student's reading.

### Coordinators:

- Download and print the Program Materials.** Only use official materials found in your online account. If you are printing the personalized Reading Logs for all your teachers, you can print out EACH teacher's log OR you can print out the Shared School Reading Log. While it is preferred for each teacher to have their own personalized Reading Log (which includes their code), if this is logistically difficult, you can share your school wide code, which works the same as the teacher code except that parents are asked to choose their teacher's name from a list when they set up their student's eReading Log.
- Encourage teachers to register for the program.** Teachers can register on their own. If they do, monitor your school's participation by logging into your online account and clicking on the "Your Teachers" tab to see the names of the teachers who have registered. OR you can Add/Import the teachers to your online account and this will count as their registration. The Import function will be active if your school participated last year.

## December:

### All Educators:

- Encourage your students** to read and log their minutes over the Winter Break.

## January:

### All Educators:

- Review your contact information** in your online account and ensure it is correct. Make any corrections, if needed.
- Remind your students** to keep reading and logging their minutes.

### Traditional Teachers/Coordinators:

- Monitor** your online account to ensure that parents have set up their child's eReading Log. Once a parent has set up their child's eReading Log, that child's name will appear in the "Your Students" tab. The total hours will not display until the end of the program.

## February:

### All Educators:

- Encourage your students** to read and log their minutes.

### Traditional Teachers/Coordinators:

- Monitor** your online account to ensure that parents have set up their child's eReading Log. Once a parent has set up their child's eReading Log, that child's name will appear in the "Your Students" tab. The total hours will not display until the end of the program.

## March:

### All Educators:

- Encourage your students** to read and log their minutes.

### Traditional Teachers/Coordinators:

- Monitor** your online account to ensure that parents have set up their child's eReading Log. Once a parent has set up their child's eReading Log, that child's name will appear in the "Your Students" tab. The total hours will not display until the end of the program.

## April:

### All Educators - April 17th is the FINAL DEADLINE

### Traditional Teachers/Coordinators:

- Log into your online account and review** all the student names that appear in the "Your Students" tab and ensure each student's hours of 6 or more all appear. If everything is correct, then click on the "Approve" button and your submission will be complete.

### Homeschool Teachers:

- Log into your online account** on or before April 17<sup>th</sup> and submit your student information in the "Your Students" tab. Be sure you enter total hours, not minutes, into the system. Please save the handwritten Student Reading Logs through the end of the school year, if needed for reference.

## **May:**

### **All Educators - Tickets will be distributed on or about May 1<sup>st</sup>**

- Download and print the tickets**
  - Tickets will be available to view and print from your **online account**
  - Tickets will also be emailed to all educators. If you do not receive the email, you can log into your **online account** to view and print the tickets.
- Distribute the tickets** to the students

### **Traditional Teachers/Coordinators:**

- As an option, you can have the parents download the tickets from the online eReading Log portal.

If you should have any concerns please click on the “Contact Us” button on the website and complete the “Contact Us” form. Your email will be answered by the Six Flags® Read to Succeed team.

Thank you,  
Six Flags® Read to Succeed Team