

Attn: Building Coordinator



Enrollment Instructions Paper Forms

Each student has an assigned Contact and Book Selection Form with their information printed at the top. Both of these forms need to be returned to Kids Read Now for data entry by the deadline specified by your Account Manager. Book Selection Forms stay at school and Contact Forms should be sent home for guardians to return.

1. Locate the packing list and verify all of your materials are enclosed

There are three sets of forms:

- **Wish List**

This is a catalog of all the books offered for this program year. Students should use this form to decide on their book selections. Many schools have their students circle the books they would like in the Wish List.

- **Book Selection Form**

Please have your teachers select books with their students. Self-selection of books is a key predictor of a student's success. Bubble in the circle next to the 8 books the student selected on the Wish List. Black/blue ink pen or pencil may be used.

- **Contact Form**

After students and teachers fill out the Book Selection Form, please send the Contact Form home to families, so they can update their summer contact information. The Wish List may also be sent home (**after book selection**), so families can learn about the program. Families also have the option of updating their information online this year. Instructions are included in the Wish List.

2. Distribute enrollment materials to your teachers (Book Selection Forms, Wish Lists, Contact Forms, white collection envelope, etc.).
3. Set a return deadline for the Book Selection Forms (for teachers) and Contact Forms (for parents). Clearly communicate this deadline to teachers and parents.
4. Teachers should return Book Selection Forms and Contact Forms to the Building Coordinator in the white envelopes provided by KRN. Each white envelope should contain 1 class.
5. Building Coordinators should return all white envelopes to KRN via UPS using the enclosed, prepaid, and addressed Tyvek envelope.

• IMPORTANT •

The Contact Forms and Book Selection Forms are scannable forms. Please ensure there are no extra markings and that a blue/black ink pen or pencil is used to complete the form. Do not staple forms at any point.

The Teacher Guide can be viewed by visiting training.kidsreadnow.org/resourcefiles under the resources tab. The QR Code below will take you to the training website. We have also included a sample parent letter you are welcome to copy and send home with your students.



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