



# VIRTUAL EDUCATION DAY

Statewide Registration Closes  
1 Week Prior to Your Regional Date

## REGISTRATION INSTRUCTIONS

<b>Step 1:</b>	<b>Gather Information.</b> --We will need the total number of students, projects, and chaperones attending. --We will also need parental approval for your project students to be included in any Marketplace for Kids video production. -- <b>If two or more teachers are working together, and have students from different classrooms doing projects together, or grouped together, please register as <u>ONE</u> classroom and provide us with both teachers' names.</b>
<b>Step 2:</b>	<b>Group your students in groups of eight or less.</b>
<b>Step 3:</b>	<b>Distribute the Marketplace for Kids class offerings to each student group.</b> A list of the current class offerings for your Education Day is available online. Each student group should select the six classes they are most interested in attending, and put them in order of preference using the class letter (i.e., D, A, F, Z, P, G). If class information is not received, your students will be assigned classes at random. We will do the best we can to make sure your students receive their class choices.
<b>Step 4:</b>	<b>Complete Registration Forms (MAKE COPIES OF THESE FORMS AS NEEDED.)</b> <b>PLEASE NOTE: All forms <u>MUST</u> be completed before your registration can be processed. <u>Registrations will be processed on a first come first serve basis.</u> You may complete your registration using the attached forms.</b> <b>PART 1: CLASS/GROUP REGISTRATION FORM</b> This form provides us with general information about you, your classroom, and your school. Please provide us with your complete mailing address and contact information, <u>including email</u> . We may have questions on your registration and will need to contact you. <b>Please make sure we have ALL participating teachers' contact information. If we have any last minute/urgent information, it will be sent via email!</b> <b>PART 2: STUDENT GROUPS <u>WITHOUT</u> PROJECTS REGISTRATION FORM</b> Use this form for your student groups that <u>are not</u> showcasing a project. This form provides us with your students' names, how you would like them grouped, and the class choices for each group. Please fill in the first and last name for each student, by group, along with each groups' six class choices, in order of preference. <b>PART 3: STUDENT GROUPS <u>WITH</u> PROJECTS REGISTRATION FORM</b> Use this form for your student groups <u>are</u> showcasing a project. This form provides us with your students' names, how you would like them grouped, and the class choices for each group. Please fill in the first and last name for each student and their project name, by group, along with each groups' six class choices, in order of preference. <b>NOTE: Students sharing projects <u>must</u> be in the same class group.</b> <b>PART 4: PROJECT REGISTRATION FORM</b> This form is to be completed for <u>EACH PROJECT</u> from your classroom. This "FILLABLE" form is easily copied and can be filled in at school or emailed home. This is a good task for your project students to complete. <b>If filling out the electronic copy is not an option, PLEASE MAKE SURE ALL INFORMATION IS COMPLETE, LEGIBLE, AND WRITTEN IN BLACK INK, NOT PENCIL.</b> The <u>MOST IMPORTANT</u> things to know is there can be <b><u>NO SALES OF ANY PROJECTS!!</u></b>
<b>STEP 5:</b>	<b>Review all registration forms. (There are four parts)</b> Complete forms and <u>E-mail (preferred method and will be confirmed by 9 AM next business day)</u> , Mail, or Fax <b>REGISTRATION DEADLINE IS ONE WEEK PRIOR TO YOUR LOCAL EDUCATION DAY.</b>
<b>REGISTRATION MATERIALS:</b>	-- <b>ATTENDANCE FORMS</b> , report cards, and other information will be emailed to the registered Teacher and <u>must be completed and returned following the Education Day in order to receive CTE Reimbursement.</u>
<b>QUESTIONS?</b>	<b>We want your registration to run smoothly, and are here to help you!</b> Please let us know about any special needs/ADA requirements you may have in your classroom. If you have any questions, please contact Bob at 1-855-434-KIDS (5437) (Toll Free), 701-242-7744, or contact us via email at <a href="mailto:secretary@marketplacend.org">secretary@marketplacend.org</a> Thank you! See you at Marketplace for Kids!