

Friday, Sept. 8, 2017

Dear DCS Parents,

[Online enrollment for DCS Enrichment Classes](#) is now open until 4:00 pm on Monday, September 11. **Please read the below information and instructions carefully before logging in to Course Storm, the online enrollment system.**

We have approved every student for their top three choices of Enrichment Classes (except for a few on the waiting list for Yoga, K-3 on Mondays). There was some confusion about student's top three choices and what they would be enrolled in and we apologize for that confusion. Several of the Guides informed me that most parents were hoping their student's would be enrolled in their top three choices, so where it was possible, that is what we did. We also gave priority to the Maple and Cedar Track families, with input from the Guides.

You should have received a confirmation email from Dallas Community School with confirmation of each class in which you have been enrolled. There may have been one or two mistakes or omissions, and **if you did NOT want your child to be enrolled in all three classes, you will have to email me directly to let me know which classes to cancel at** mmcqueen@dallascommunityschool.org. Unfortunately, because of the way Course Storm is set up, they do not allow students to cancel their own classes in the system.

Now that we have entered every student into their top three Enrichment Class choices, we will be opening up online enrollment for the remaining spots in all classes. Although most registrations at this point will be first-come, first-served, the actual FINAL confirmation of students enrolled in all classes is subject to the approval of the Guides. You should receive a second confirmation email on Monday or Tuesday of next week (Sept. 11 or 12) with the FINAL confirmation of your class choices, once all the changes, cancellations, additions and waiting list adjustments have shaken out. During this weekend, people can enroll and unenroll, change their minds, and correct mistakes in enrollment (those will probably be mine!) so **don't hesitate to sign up even if a class appears to be full - there may be changes that allow students on the waiting list to get into a class at the last minute!**

Payment: All materials fees will be deducted from families' Allotment Funds (as approved by your Guide). **If you got a registration confirmation email saying "this registration is pending receipt of check payment sent to Dallas Community School", you can happily ignore it - we will take care of the payment directly** UNLESS you prefer to pay by check or another way other than allotment funds, in which case, please let Andrea Wilcoxon know! If you will be doing more online enrollments in Enrichment Classes, please note: **When the online payment information comes up, DO NOT ENTER YOUR CREDIT CARD INFORMATION. Select "Pay By Check" and then "Submit Registration"**. You will not have to pay by check but this allows us to enter the payment in our own system more easily!

Now, on to the instructions for online enrollment in Course Storm:

We were only able to choose one email address for the Course Storm enrollment system for your family, which is THIS email address (the one you received this message on). We apologize if this is not your first choice email - this is the one we will be using for this enrollment process, but you can let Andrea Wilcoxon know if you want to use a different email for this process next term.

To log in, go to <https://dallascommunityschool.coursestorm.com/> and enter your email address (the one you received this email on). If you don't remember (or never entered or received) your password, click on "Forgot your password" and enter the email address again. **Leave that browser window open while you check your email for the PIN to reset your password.** After you enter your PIN in Course Storm, you will need to choose and enter a new password. Then you should be able to log in.

Once logged in, **at the top of the screen, click on the name.**

A window will open where you can select each of your children, [update your information](#), and then select **“REGISTRATION” to verify which classes they are already enrolled in.**

If you need to cancel any classes at this point, please email me at mmcqueen@dallascommunityschool.org as soon as possible with the names and class(es) to cancel and I will cancel them for you.

To register for a new class ([full instructions here](#)), close out of your log in / account / registration window and select “Browse All Classes” or search for the class you want in the main window.

When the description comes up, click **REGISTER** next to the class and then select the child you want to enroll. **When the online payment information comes up, DO NOT ENTER YOUR CREDIT CARD INFORMATION. Select “Pay By Check” and then “Submit Registration”.** You will be billed by DCS through your Allotment Funds (or the method of your choice).

We hope that your online enrollment goes smoothly, and thank you in advance for your understanding with the complexities of this enrollment process! These online course enrollment systems are generally made for parents to enroll students in classes themselves on a first-come, first-served basis, and not for staff to enroll many students in many classes themselves, as we have done, as we are trying to make it as fair and as smooth as possible for everyone based on the Track System, and the unique needs and processes we have at DCS!

I will be available this weekend and on Monday for help enrolling in Enrichment Classes as needed, so don't hesitate to email or call me (contact information below). **By the end of the day on Monday, Sept. 11, we hope to have the class lists mostly finalized.** If there are classes with spots still available, we will send out reminder notices to encourage full enrollment and participation.

Thanks again, and happy enrolling!

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