

# INSTRUCTIONS FOR SIGNING UP STUDENTS

Hello Educator!

Thank you so much for helping us spread the message of the Metropolitan Library System Summer Reading program. Below are the steps for setting up an account on our Beanstack software:

1. Visit: [metrolibrary.org/schoolsignup](http://metrolibrary.org/schoolsignup)
2. Click the **I am registering myself** button.
3. Use the following information to fill out the information for the student on the registration form:
  - a. **First Name & Last Name**
  - b. **Username** — please use the following naming convention: `firstname.lastname` (e.g., Jon Smith would be `jon.smith`)
  - c. **Password** and **Confirm Password** — use the student ID number for the password
  - d. **Do you have a library card?**
    - i. If you are a ONECard school (OKCPS), select **Yes, I already have one. In the Library Card** number field, enter the student's Student ID number. Their Student ID is the card information they would use to get access to books at Metro Library. It is important for your school district statistics to have data in the **Library Card number** field.
    - ii. If you are not a ONECard school, select **Not right now. I may get one later or don't have it handy.**
  - e. **Which is your primary branch?** — Select the library closest to your school
  - f. **What year you were born?** — Add the student's birth year
  - g. **What grade level are you in?** Add the grade the student is currently enrolled. *Do not add the grade they will be in this fall.*
  - h. **What school do you attend?** — Select your school
  - i. Uncheck the **Yes, send me recommendations** via email checkbox.
4. Once you've finished adding the student's information, double-check to ensure every required field has content. Hit the **Next** button.
5. Record the student's **Username & Password** on the [provided template](#).
6. Send a copy of the letter with the username and password home with the student for the parent/caregiver.

# SUMMER READING @ METROLIBRARY

Dear Parent or Caregiver,

Summer is almost here and that signals the arrival of the one thing kids everywhere look forward to – summer vacation. It's the time when children and young adults have fun just being a kid and can't wait for summer camp, pool time, family time or vacation. But one thing you may not be aware of during the summer is the "Summer Slide."

On average, children lose approximately two months of their reading achievement if they do not read during the summer. They typically score lower on standardized tests at the end of the summer than they did on the same test at the beginning of the summer. And these few months of reading loss accumulate over the years. By the time kids reach middle school, those who haven't read during the summers may have lost as much as two years' worth of achievement. The good news is the Summer Slide can easily be prevented.

## HOW CAN YOU PREVENT THE SUMMER SLIDE?

Reading for just 20 minutes a day, helps kids maintain the reading skills they developed during the school year. Not only will it help them stay on track when school starts back, but with reading they can experience a summer of adventure by stimulating their imaginations.

Signing up for the Summer Reading Program through the Metropolitan Library System is one of the best ways for your child to keep reading over the summer. Summer Reading starts June 1 and continues through July 31.

To help reduce the effects of the Summer Slide, I have signed your child up for the Metropolitan Library System Summer Reading Program and created a username and password for you to log your child's reading this summer. Below is the information for your child's account:

**Visit Website:** [metrolibrary.org/summerreading](http://metrolibrary.org/summerreading)  
Click on **Log Minutes & Activities**

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

To learn more about the Metropolitan Library System's Summer Reading Program please visit:  
[metrolibrary.org/summerreading](http://metrolibrary.org/summerreading).

Sincerely,