

## Guidance for Creating a Teacher Roster

### **Create Your Roster As Soon as Possible**

Creating your Teacher Roster is the crucial first step to prepare your teachers for the ordering process.

Your Teacher Roster Form is linked in the Getting Started with Book Trust email you received from [support@booktrust.org](mailto:support@booktrust.org). That link is unique to your school and will be used to add teachers to this year's roster.

### **Only Include Eligible Teachers**

Provide the first names, last names, and email addresses of teachers who will place book orders.

Only classroom teachers who will order books should be on the roster. Co-teachers, specials teachers, and interventionists should not go on the roster.

Only add yourself to the roster if you will order students' book choices. If you are a classroom teacher yourself with students participating in Book Trust, you must include yourself on your Teacher Roster and complete the online Teacher Orientation and Registration, which will be emailed to you. If you do not have a participating classroom but anticipate that you may need to order for students in the absence of a registered teacher, we recommend that you complete the Teacher Orientation and Registration now, so that you're ready to step in if needed.

### **Teachers Must Complete Orientation and Registration**

Teachers are not eligible to order until the Orientation and Registration are processed and will not appear on your Roster Report. If a teacher is not listed on your Roster Report, they cannot place Book Trust orders.

### **Staffing Changes**

If staff members change mid-year, please contact Book Trust Support at [support@booktrust.org](mailto:support@booktrust.org) to enroll a teacher that is new to your school or takes over a Book Trust classroom. You can also bookmark the link to your Teacher Roster Form and use that Form to add new teachers to your roster throughout the year. We ask that teachers *do not* share Scholastic accounts. Teachers who join later in the year, and even long-term subs, should be added to your roster as a new teacher, and must complete the online Book Trust Teacher Orientation prior to placing an order.