

DIANE'S SCHOOL OF DANCE

2023-2024 ONLINE ENROLLMENT INSTRUCTIONS

- All DSOD enrollment takes place online. Enrollment is not processed via phone or email.
- All students new to DSOD need to create an online account.
- Current students who were enrolled at DSOD at the time of our 2023 recital and/or our 2023 summer program may skip to “CHOOSING CLASSES”. Do not create a new account if you’re a current student.

NEW STUDENTS ONLY: CREATING A DSOD ACCOUNT

1. Go to www.dsodkc.com.
 - a. Click *Create New Account* under *Account Access* and click *I am a new account*.
 - b. Enter the first and last name of the ADULT(S) responsible for the account (not the child’s name).
 - c. Create a password.
 - d. Agree to Diane’s School of Dance Policies.
2. Enter your account & student information.
 - a. All green fields are required fields. A valid credit card must be saved to complete enrollment.
 - b. Refer to the end of these instructions regarding Parent 1 and Parent 2 options.
 - c. Complete all account info and click *Save and Register Students for Classes*.
3. You now have an active account and can edit student info, enroll in classes and make payments.
4. Ensure that all information is correct and up to date. Incorrect information may delay your enrollment.
5. Please continue to #4 of “CHOOSING CLASSES”.

CHOOSING CLASSES

1. Go to www.dsodkc.com. Click *Existing Account* under *Account Access* to enter email and password.
2. Click *Update Account Information*. Ensure that all information is correct and up to date. Incorrect information may delay your enrollment. A valid credit card must be saved to complete enrollment.
3. Click *Students*. Ensure that all information is correct and up to date, especially your child’s current grade for the 2023-2024 school year. Select classes based on the 2023-2024 school year. Dance class placement is based strictly on the child’s school grade that you have entered.
4. Click *Register Students for Classes* and select the class(es) for your student(s). If you have more than one child dancing, you must select classes for each child separately.
5. Click *Submit Registration*. Your account will now read “pending” while your enrollment is processed by DSOD. Please allow 14 business days for registration to be completed.
6. After your registration has been processed, you’ll receive a confirmation email and an account statement showing total tuition due. This completes your enrollment!

**Add info@dsodkc.com to your contacts
to avoid having DSOD emails go to your spam/junk folder.**

**Be sure to use a widely-recognized email address.
Email domains like “kc.rr.com” are not securely recognized by our system.**

PRESCHOOL & PRE-K CLASS CLARIFICATIONS

- The Tuesday 3:00pm & Saturday 9:00am classes are for new students who are 3 or 4 years old.
 - Children must turn 3 by September 1st of 2023 and be completely potty-trained to participate in class.
 - The Tuesday 4:00pm & Saturday 10:00am classes are for students who have already completed one year at DSOD (in the Tuesday 3:00 class or the Saturday 9:00 class) and/or will start kindergarten in **2024**.
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POINTE CLASS CLARIFICATIONS

- All 7th-12th grade ballet students who have had at least 2 years of ballet are eligible to take pointe.
 - 7th - 9th grade pointe students' class time is Saturday 3:00.
 - 10th - 12th grade pointe students' class time is Saturday 3:30.
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PARENT 1 & PARENT 2 CLARIFICATIONS

The following information is aimed at facilitating communication among DSOD parents living in different households.

- Each account must have a Parent 1.
- Parent 1 is the primary account holder and sets the email address and password.
- Parent 1 oversees the account and is solely responsible for ALL account charges.
- Parent 1 has the option of entering a Parent 2 name and email address.
- Entering Parent 2 information enables them to receive emails but doesn't grant account access.
- Only Parent 1 has full account access unless they choose to give out their DSOD account email address/password. Doing so will allow the recipient full account access.

POINTS OF REVIEW:

AN ADULT MUST BE LISTED AS THE ACCOUNT HOLDER/"PARENT 1" (AND "PARENT 2" IF APPLICABLE). DO NOT LIST CHILD AS ACCOUNT HOLDER.

UPDATE YOUR ACCOUNT INFO AND YOUR STUDENT INFO ANNUALLY, ESPECIALLY THEIR SCHOOL AND GRADE.

PLEASE ALLOW UP TO 14 BUSINESS DAYS FOR YOUR REGISTRATION TO BE PROCESSED.

ACCOUNTS MUST MAINTAIN A VALID AND SAVED CREDIT CARD AT ALL TIMES.

A \$25 LATE FEE WILL BE APPLIED TO ACCOUNTS WITH BALANCES MORE THAN 2 WEEKS DELINQUENT.