Instructions for submitting students reading record forms

## For Government Schools:

For students participating as part of a government school:

* Students to submit completed reading records to teacher at school
* Teacher to enter students’ data who have completed the reading challenge into SAIS

## For Non-Government Schools:

For students participating as part of a non-government school:

* Students to submit completed reading records to teacher at school
* In first week of August, non-government schools to receive a link via email from **cmrc.doe@education.nt.gov.au** to the secure OneDrive folder set up for each school
* Reading challenge coordinator at school to upload reading records for students who have completed the reading challenge on the One Drive folder

## For individual students:

Students participating as an individual (not part of a school):

* In first week of August, parent/guardian of individual students will receive an email from **cmrc.doe@education.nt.gov.au** with a link to a secure One Drive folder set up for their child/ren
* Parent/guardian to upload the completed reading record form to the secure One Drive folder

## For Home-school students:

Home school students:

* In the first week of August, parent/guardian of home school students will receive an email from **cmrc.doe@education.nt.gov.au** with a link to a secure One Drive folder set up for their child/ren
* Parent/guardian to upload the completed reading record form to the secure One Drive folder