

## Summer School Online Registration Instructions

### **For registration between February 28th - March 17th, 2023**

#### **Pre-registration for Reading/Math, Kindercapers, or Preschool Pals**

1. Visit the District website: [www.lacrosseschools.org](http://www.lacrosseschools.org) and click the "Skyward" button for Online Registration.

**OR**

2. Use the QR code or link provided on the Teacher Referral form that you may have received from your child's teacher.
3. Enter your Family Access Login and Password.
4. Click **Schedule** on the left side of the screen.
5. On the top right side of the Family Access screen, under **Course Requests now open**, click on **Request Courses for 2023-2024** school year.
6. Select the desired course and click **Add Course**. You can search by course number on the bottom of this column.
7. To remove a request, highlight the course and select **Remove Course**.
8. When you are done entering your courses, click the "x" in the upper right corner, this saves your selections and takes you out of that screen, then click the **Exit** button which takes you out of family access.

### **For registration between March 21st - April 14th, 2023**

#### **All summer school courses including Music lessons/Camps, Reading/Math, Kindercapers, or Preschool Pals**

1. Visit the District website: [www.lacrosseschools.org](http://www.lacrosseschools.org) and click the "Skyward" button for Online Registration.

**OR**

2. Use the QR code or link provided on the Teacher Referral form that you may have received from your child's teacher.
3. Enter your Family Access Login and Password.
4. **Click the Arena Scheduling button on the left side of the screen.**
5. Under the Summer School heading, click on 2023-2024 under your child's name. (All of your children's names should be listed; if not, please contact your current school's office.)
6. In the lower right corner, you can search by **Course Description**. You may also search by Period or Subject by selecting an option from the drop-down menus at the top of the screen and click **Apply Filter**. It will display a list of classes that match your search criteria and your child's current grade level. The **CLASS** column will be listed to verify the correct course. The class number will match the course number in the Summer School catalog.
7. For each selected course, the system will display how many seats are available and if the course fits in your schedule. Click on the **ADD** button to add this to your schedule. It will now display that you are enrolled in this course. The system will not allow you to schedule classes that overlap.
8. **Please call the summer school office if any of your courses overlap with Reading/Math, Kindercapers or Preschool Pals.**
9. If your registration has taken the last spot for that course, it will show "Enr" under the "Fit" column and then "Closed" under the Seats Avail column.
10. If you decide to cancel enrollment from a course, click on **REMOVE** under the option column.
11. Once your course selections are complete, click on the **view/print schedule** tab.
12. If your schedule looks correct, click the **PRINT SCHEDULE** button to print a copy of your schedule. You can log into Family Access at any time and print your schedule.
13. Repeat these steps **for each additional child** that you wish to register for Summer School courses.

***Non-resident/Non-Open Enrolled Students: If your child is not currently enrolled with the district please contact the Summer School office at 789-8955 between 7:00am - 3:30pm for different enrollment directives.***

**NEW Summer School Office location: La Crosse Polytechnic School, 228 5th Ave S, La Crosse, WI 54601**