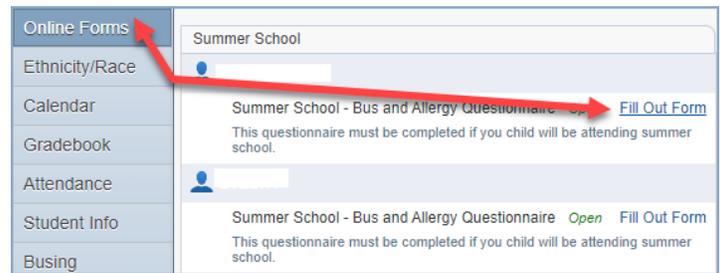


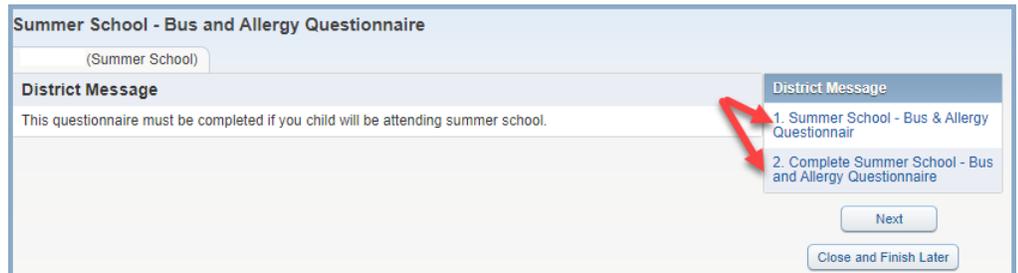
How to Choose Summer School Classes

Sign into Family Access ([Link](#))

Step 1 – Complete Online Summer School custom form. **This form must be filled out if your student is attending summer school.** In Family Access click on Online Forms on the left.

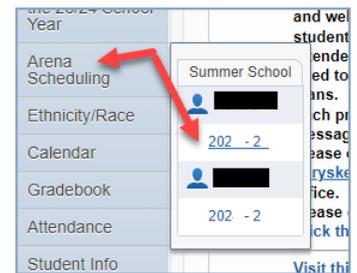


Click on '1. Summer School – Bus & Allergy Questionnaire' and complete the form. Then click on '2. Complete Summer School – Bus and Allergy Questionnaire' click 'Submit'.



Step 2 – Choose the Classes

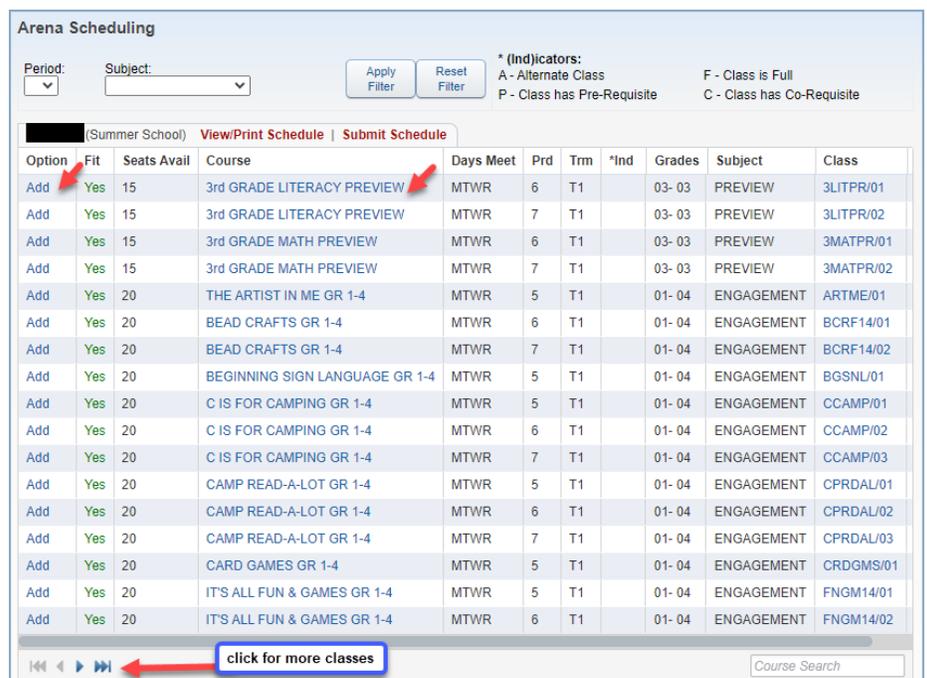
On the left-hand side click on 'Arena Scheduling' then click on the year. **You will have to do this for each child separately.**



If your child was recommended for a Literacy and/or Math Preview class, you must add those classes first. To do this click the 'Add' button. (Please only choose the preview classes if your child was recommended for them).

After selecting the preview classes, you can now select the engagement classes that will work for your child's schedule.

Use the arrows at the bottom for more class choices.



What the columns mean.

'Add' in the 'Option' column ①, when you click this it will add that class to your child's schedule. Next to 'Add' is the 'Fit' column ②, this means: Yes, the class will fit in your schedule or No, it will not fit due to another class you are taking in that same period. **You will not be able to add a 'No' course.** The next column is 'Seats Available' ③ this will let you know how many seats are available for that class. This will decrease every time someone chooses that class. Next is the 'Course' column ④. If you click on the course it will show you more information on the class. The Days Meet Column ⑤, lets you know what days the class meets. Next is the 'Prd' or Period column ⑥, this lets you know what period this class meets. Trm is the Term column ⑦ this lets you know that the class meets in Term 1 (we only have one term in Summer School this year). The Ind column is the Indicator column ⑧. The Key to what A, P, C, or F mean is right above that column. The Indicator you will want to watch for is the 'F' which means the class is full. The Grades column ⑨, indicates grades this class can be taken. You will only see classes in your grade. The Subject Column ⑩ indicates if the course is the recommended course (Preview) or the other courses (Engagement), this will help you filter if you choose to filter by Subject. The 'Class' column ⑪, is the course code. At the bottom of the page, this arrows ⑫ will take you to the next page to see more classes.

Arena Scheduling

Period: Subject:

* (Indicators:
 A - Alternate Class
 P - Class has Pre-Requirement
 F - Class is Full
 C - Class has Co-Requirement

①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Inc	Grades	Subject	Class
Add	Yes	15	3rd GRADE LITERACY PREVIEW	MTWR	6	T1		03- 03	PREVIEW	3LITPR/01
Add	Yes	15	3rd GRADE LITERACY PREVIEW	MTWR	7	T1		03- 03	PREVIEW	3LITPR/02
Add	Yes	15	3rd GRADE MATH PREVIEW	MTWR	6	T1		03- 03	PREVIEW	3MATPR/01
Add	Yes	15	3rd GRADE MATH PREVIEW	MTWR	7	T1		03- 03	PREVIEW	3MATPR/02
Add	Yes	20	THE ARTIST IN ME GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	ARTME/01
Add	Yes	20	BEAD CRAFTS GR 1-4	MTWR	6	T1		01- 04	ENGAGEMENT	BCRF14/01
Add	Yes	20	BEAD CRAFTS GR 1-4	MTWR	7	T1		01- 04	ENGAGEMENT	BCRF14/02
Add	Yes	20	BEGINNING SIGN LANGUAGE GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	BGSNL/01
Add	Yes	20	C IS FOR CAMPING GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	CCAMP/01
Add	Yes	20	C IS FOR CAMPING GR 1-4	MTWR	6	T1		01- 04	ENGAGEMENT	CCAMP/02
Add	Yes	20	C IS FOR CAMPING GR 1-4	MTWR	7	T1		01- 04	ENGAGEMENT	CCAMP/03
Add	Yes	20	CAMP READ-A-LOT GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	CPRDAL/01
Add	Yes	20	CAMP READ-A-LOT GR 1-4	MTWR	6	T1		01- 04	ENGAGEMENT	CPRDAL/02
Add	Yes	20	CAMP READ-A-LOT GR 1-4	MTWR	7	T1		01- 04	ENGAGEMENT	CPRDAL/03
Add	Yes	20	CARD GAMES GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	CRDGMS/01
Add	Yes	20	IT'S ALL FUN & GAMES GR 1-4	MTWR	5	T1		01- 04	ENGAGEMENT	FNGM14/01
Add	Yes	20	IT'S ALL FUN & GAMES GR 1-4	MTWR	6	T1		01- 04	ENGAGEMENT	FNGM14/02

⑫ Course Search

The times for the Periods 'Prd' in column ⑥ are as follows:

Period 5: 8:00 – 9:10 a.m.

Period 6: 9:25 – 10:35 a.m.

Period 7: 10:50 a.m. – 12:00 p.m. (dismissal)

Period 8: 8:00 a.m. – 12:00 p.m. (Kindergarten Only)

Once you add the class it shows 'Enr' (enrolled) under 'Fit'. To add the other classes, look for the 'Yes' under the 'Fit' column. Then click 'Add' to enroll in those classes.

If you need transportation you need to be enrolled in three classes. Otherwise, you can choose from 1 to 3 classes if you are planning to transport your own child.

Arena Scheduling

Period: Subject: * (Indicators: A - Alternate P - Class has)

(Summer School) [View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd
Remove	Enr	19	3rd GRADE LITERACY PREVIEW	MTWR	6
Add	Yes	15	3rd GRADE LITERACY PREVIEW	MTWR	7
Add	Yes	15	3rd GRADE MATH PREVIEW	MTWR	6
Add	No	15	3rd GRADE MATH PREVIEW	MTWR	7
Add	Yes	20	THE ARTIST IN ME GR 1-4	MTWR	5
Add	No	20	BEAD CRAFTS GR 1-4	MTWR	6
Add	Yes	20	BEAD CRAFTS GR 1-4	MTWR	7
Add	Yes	20	BEGINNING SIGN LANGUAGE GR 1-4	MTWR	5
Add	Yes	20	C IS FOR CAMPING GR 1-4	MTWR	5

If you change your mind about a class, just click 'Remove' and 'Add' a different class.

Once you have all the classes enrolled 'Enr', click "View/Print Schedule" to see or print your schedule.

Last step is to 'Submit Schedule'.

Arena Scheduling

Period: Subject: * (Indicators: A - Alternate P - Class has)

(Summer School) [View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd
Remove	Enr	19	3rd GRADE LITERACY PREVIEW	MTWR	6
Add	No	15	3rd GRADE LITERACY PREVIEW	MTWR	7
Add	No	15	3rd GRADE MATH PREVIEW	MTWR	6
Add	No	15	3rd GRADE MATH PREVIEW	MTWR	7
Remove	Enr	19	THE ARTIST IN ME GR 1-4	MTWR	5
Add	No	20	BEAD CRAFTS GR 1-4	MTWR	6
Remove	Enr	19	BEAD CRAFTS GR 1-4	MTWR	7
Add	No	20	BEGINNING SIGN LANGUAGE GR 1-4	MTWR	5
Add	No	20	C IS FOR CAMPING GR 1-4	MTWR	5

Congratulations!

You have completed the Summer School scheduling.

If you have another student to choose classes for, repeat all the steps.