

# Summer School 2017 Update

## Summer School 2017 dates:

Session 1: July 17, 2017 – July 28, 2017

Session 2: July 31, 2017 – August 11, 2017

## Website:

Go to the district website [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose **Schools – Summer School 2017**

## **New this year!!!**

### **Online Process for registering for summer school and selecting classes**

- For your convenience, registration and class selection for summer school will be done online this year (no paper). Parents/Guardians will complete the process using their secure online Family Access account.
- For parents who would like assistance with this process, there will be directions and instructional videos on our district website and we will have assistance available at our schools during the spring parent teacher conferences.
- Following is a timeline for this process:
  - Feb 8-28: Online Enrollment for those not currently attending a RLASD school (details below)
  - Feb 8-28: Parents/Guardians test out their Family Access accounts in preparation for online registration and class selection
  - March 1: Online registration and class selection for summer school opens
  - March 2: Middle School P.T. Conferences – Assistance and computer access is available for parents who want help with the registration and class selection process
  - March 7,14: Elementary School P.T. Conferences – Assistance and computer access is available for parents who want help with the registration and class selection process
  - March 10: Child Development Days (incoming K4 and KG) – Assistance and computer access is Available for parents who want help with the registration and class selection process
  - March 30: Family Literacy Night – Assistance and computer access is available for parents who want help with the registration and class selection process
  - May 1: Summer school registration closes
  - Late May: Parents receive emails with reminders and information about summer school
  - July 17: Summer school session 1 begins
  - July 31: Summer school session 2 begins
  - Aug 11: Last day of summer school

### **Students not currently enrolled/attending a school in the Rice Lake Area School District**

- If the student is not currently enrolled/attending a school in the district, parents will need to fill out an online enrollment form specifically for summer school. Soon after submitting the enrollment form, the parent/guardian will receive an email with a username and password for their online Family Access account – They will need to use this account to complete the “registration” and “class schedule” steps mentioned below.
- To access the online enrollment form, go to the district website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose **Schools – Summer School 2017**. Then choose the link called “[Enroll in the District](#)”

### **Family Access accounts**

- As mentioned above, parents/guardians will register and select classes for their summer school children online this year using their Family Access account starting March 1<sup>st</sup>. In preparation for this process, you will want to make sure that you can successfully login to your account.
  - To access the login page, go to the district website [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose “[Skyward Family Access](#)”, then “[Family Access Login](#)”

- Login with your Family Access username and password. If you do not remember your username or password, click on the link “Forgot your Login/Password?” and follow the instructions. If you need additional assistance feel free to contact the office at any school.

### **Summer School Booklet**

- To access the Summer School booklet, go to the district website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose Schools – Summer School 2017. Then choose the link called “[Summer School Booklet](#)”. You will want to look over the course descriptions and other summer school information prior to registering and selecting courses online.
- The booklet will include detailed instructions for registering and selecting classes using your Family Access account.

### **Busing**

- For parents who wish to have busing service, you will have the opportunity to request this service as part of the online registration process
- Note: Please fill out the transportation form during online registration even if are you transporting your own child to and from school.

**Contact us:** Please contact us with any questions you may have at [summerschool@ricelake.k12.wi.us](mailto:summerschool@ricelake.k12.wi.us)