



**Elmbrook Summer School 2018-19
DIRECTIONS FOR ONLINE REGISTRATION**

Registration opens March 5 at 8:00am

Registration closes March 22 at 4:00pm

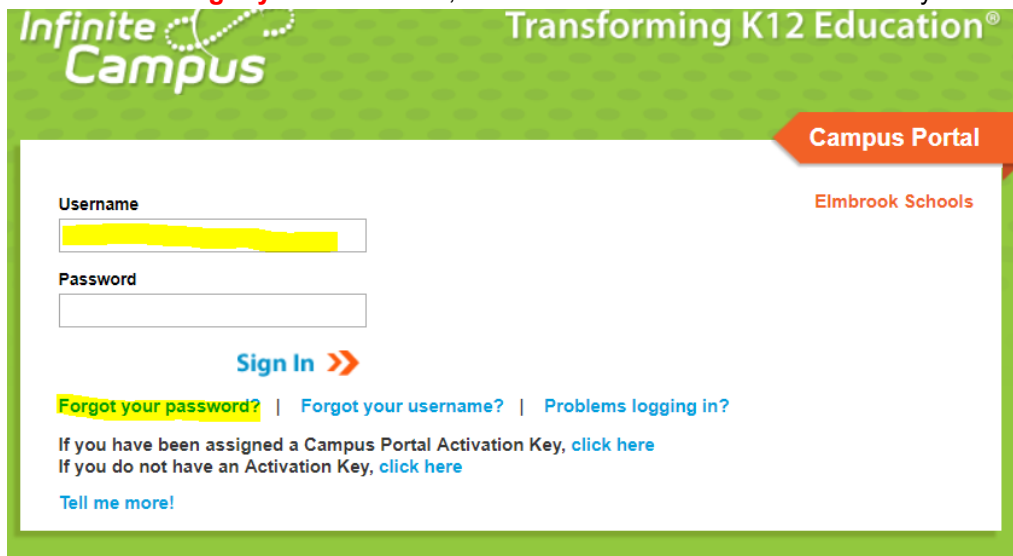
For Infinite Campus support please call 262-781-3030, ext 1500

To register for Summer School classes:

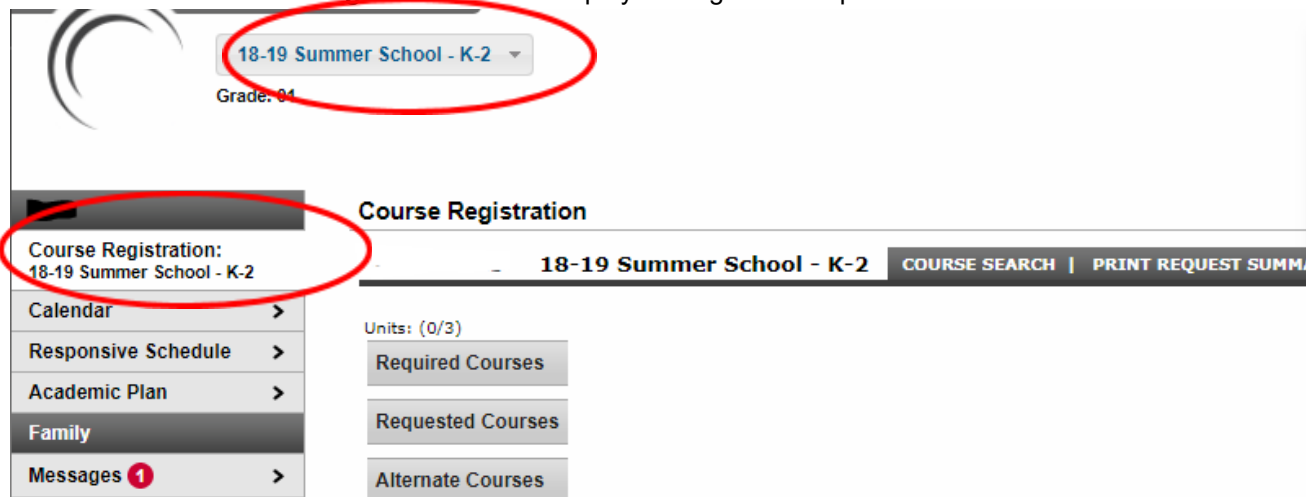
1. Log in to [Infinite Campus Student/Parent Portal](https://elmbrookwi.infinitecampus.org/campus/portal/elmbrook.jsp). This must be done on the webpage, not on the Phone App. <https://elmbrookwi.infinitecampus.org/campus/portal/elmbrook.jsp>

Your username is your email address on file with the school.

If you are new to Elmbrook or don't remember your password, click [Forgot your Password](#), and then click the link that was sent to your email.



2. The following screen appears with student name at the top of the menu.
 - Note: If you are using a parent login, you will need to choose the student in the "Select a Student" dropdown menu at the top of the screen before seeing the Registration link.
 - Select the Summer School option in the school dropdown.
 - Click the **Course Registration** link to display the registration options.



3. Click on **Course Search** to receive the following screen. To get a full course listing, just click GO.

Course Registration

18-19 Summer School - K-2 COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

Alternate Courses

Search By:

Course Name

Course Number

Go

4. Please first tell us how your child will be transported to Summer School, by you or by BUS.

Transportation: Options for Bus In (transport to summer school) and Bus Out (transport to requested school bus stop). Next to each Bus In and Bus Out is a school bus stop location. Choose the bus location you want your child picked up from and dropped back off at the end of the day. ONLY students with a full schedule can use the transportation option. Please select a Bus In and Bus Out if round trip transportation is requested. If you are transporting your child, please choose Parent Drop-off and Parent Pickup.

Choose your Transportation IN (either BUS or Parent Transport)

18-19 Summer School - K-2 COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

0000 Early Activity Hour

Alternate Courses

Search By:

Course Name

Course Number

Go

Select a course to view

BUS IN BCHS BUS IN - BCHS to Burleigh

BUS IN BkEI BUS IN - Brook El to Burleigh

BUS IN Dixon BUS IN - Dixon to Burleigh

BUS IN PPMS BUS IN - PPMS to Burleigh

BUS IN Swan BUS IN - Swanson to Burleigh

BUS IN Ton BUS IN - Tonawanda to Burleigh

BUS IN WHMS BUS IN - WHMS to Burleigh

Scheduling Units: 0

Request this Course Request as an Alternate

Choose your BUS OUT (either BUS or Parent Transport)

18-19 Summer School - K-2 COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

0000 Early Activity Hour

Alternate Courses

Search By:

Course Name

Course Number

Go

Select a course to view

BUS OUT BCHS BUS OUT - Burleigh to BCHS

BUS OUT BkEI BUS OUT - Burleigh to Brook El

BUS OUT Dixon BUS OUT - Burleigh to Dixon

BUS OUT PPMS BUS OUT - Burleigh to PPMS

BUS OUT Swan BUS OUT - Burleigh to Swanson

BUS OUT Ton BUS OUT - Burleigh to Tonawanda

BUS OUT WHMS BUS OUT - Burleigh to WHMS

Scheduling Units: 0

Request this Course Request as an Alternate

- Enter the **name** of the course and click Go. The course will appear on the right under “**Select a course to view**.” When entering the name of the course, you can enter a portion of the name.

Course Registration

18-19 Summer School - K-2
COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

Alternate Courses

Search By:

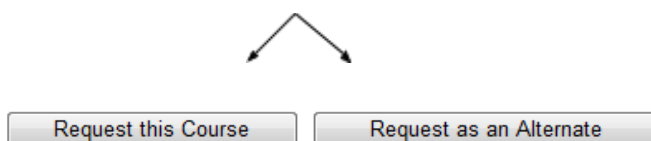
Course Name

Course Number

Select a course to view

0000 Early Activity Hour

- Click on the **course name** on the right. If this is the correct course, click on “**Request this Course**” or “**Request as an Alternate**.” You may need to scroll down to see these buttons if the course description is long. The course name will now appear on the left under “**Requested Courses**” or “**Alternate Courses**”. **We recommend that a student choose two Alternate Courses in the event a Requested Course is not available.**



- If you selected a course in error, click on the course name under Requested or Alternate Courses. Click on the “**Drop This Request**” button.

Course Registration

18-19 Summer School - K-2
COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

0000 Early Activity Hour

Alternate Courses

0000 Early Activity Hour

There is a One-time Fee of \$50 for early activity period. It begins at 7:30 am with a opportunity fill fast. Early Activity Period provides supervised time before summer s inside games, or arts and crafts. Students may attend from 1 to 23 days.

Scheduling Units: 0

- Continue requesting courses by clicking on **Course Search**. When you have completed registering, check your Requests/Alternates to ensure all courses are listed. Click the **Print Summary Request** to print a copy for your records; do not mail us a copy of this. **You do not need to save what you have entered.** The online course registration process is now completed. **If you would like to register another child for summer school courses, please return to step 2 and repeat this process.**