Summer School 2021
Course Registration Directions

Course Registration Directions on Infinite Campus:
Summer School Campus Dates:

<u>Summer School Session 1</u>: June 14, 2021 - July 2, 2021
Morning Session Primary School Campus: 7:55am - 10:55am
Morning Session High School Campus: 8:00am - 11:00am
Afternoon Session (High School Campus only): 11:30am - 1:00pm

<u>Week Break:</u> July 5th - July 9th

<u>Summer School Session 2</u>: July 12, 2021 - July 30, 2021
Morning Session Primary School Campus: 7:55am - 10:55am
Morning Session High School Campus: 8:00am - 11:00am
No Afternoon Session.

**Note the Primary School Campus is only for the Following Classes:
*On My Way to 4K, Jumpstart into Kindergarten, Getting ready for Kindergarten***

*Summer School Campus 2021 course requests will be done online through the Infinite Campus Parent Portal.

When registering for classes choose the grade your child will be in for the Fall 2021-22 school year.

Course Registration-Directions:
1. Logging into the Infinite Campus Portal
   a. From the portal login screen, enter the **Username** and Password that you have created for Infinite Campus. Click the Login button. This will bring the user to the main portal page where district and school notices will be listed.
      i. *If you have questions regarding your user name/password, please contact Kris Wendorf - wendokr@lodischoolswi.org or summerschool@lodischoolswi.org with questions.*

   b. Select the student you want to register for summer school campus.

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   c. Locate the current 20-21school listed for
your student and change to 21-22 Lodi Summer School.

2.   Click the **Course Registration** option from the navigation pane on the left of the screen.

3. Please make sure you are enrolling your student's into their <u>Fall 21-22</u> grade level. **If they are currently a 1st Grader they should be requesting courses for grade 2.**

Requesting Courses
1. Click the **Course Search** link. A search screen will appear.
2. Courses can be searched by the course name or by the course number. Enter either the **Course Name** (i.e., 3D Printing) or **Course Number** (i.e., 0101). Please Note: the Grades shown with the courses are students who are **currently** in that grade level.
3. Click the **Go** button for a complete list of courses being offered.
4. Click on any course listed to view the course description.
5. To request this course as part of the schedule, click the **Request this Course** button. Courses can also be requested as alternates by clicking the **Request as an Alternate** button. This course would be placed on the request list. <u>It is not a guarantee the course will be on the schedule.</u>
6. <u>Once you put courses into the request this course area these classes are set. There is NO submit button!</u> Once the course is in the box to the left, it is considered requested and you do not need to do anything more!
7. <u>Did you need a Bus? pick up and/or drop off?</u> Make sure to register for bus services, Bussing is FREE! But Registration is required!
   <mark>**NEW this year**</mark>
   <mark><u>Please Register for BOTH a PICK-UP and DROP-OFF, even if it is the same place.</u></mark>
8. When finished requesting courses, you may click the **Print Request Summary** option to print a report of the courses that were requested (but not yet guaranteed nor necessary to print).
9. Requesting courses means you are registering! Print out is not needed by Summer School.

Questions Please Contact:
Emma Neumaier
Summer School Campus Coordinator
neumaem@lodischoolswi.org
(608) 592-1026

10. To prevent other users from accessing the portal and changing requested courses, instead of just closing the browser, click the **Log Off** option in the Index. This will end the session and bring the user to the portal login screen.

11. ***Log back into IC in approximately 3 school days to see your student(s) schedules *** You will be contacted if a course you requested is no longer available to pick a new class!

Be sure to mark your calendar for Summer School Campus Open House!
 Thursday, June 10th, 2021 from 5:00-6:00 pm **at both the High School Campus and Primary Campus**

Summer School Campus Coordinator
Emma Neumaier
Phone: 608-592-1026
Email: neumaem@lodischoolswi.org

Please note that Summer School Campus office hours are limited. Please be patient when waiting for a response and know that someone will be in contact with you as soon as possible! To help ensure your questions are answered fully, please leave a detailed message/email!

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