

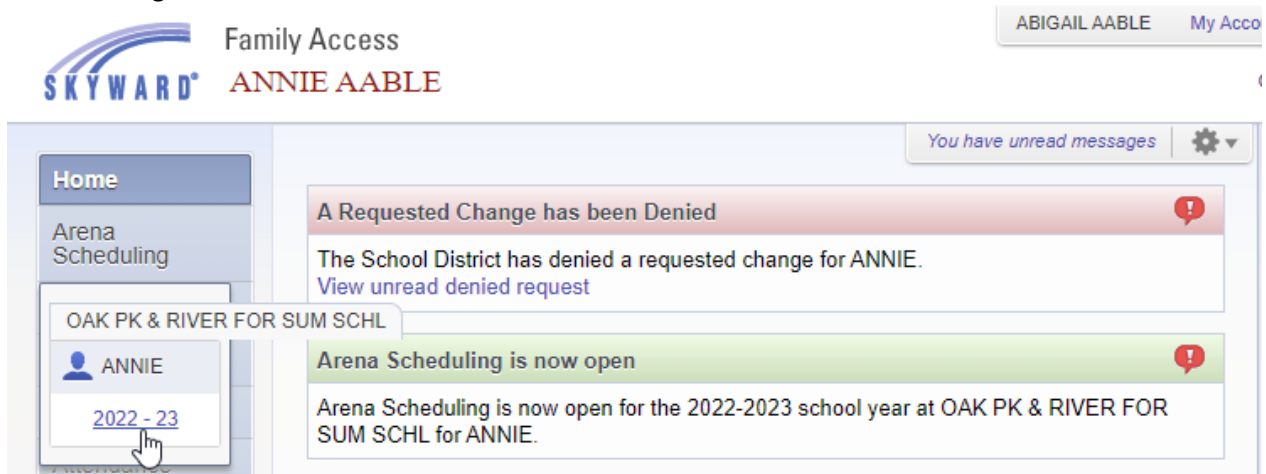
# Summer School Enrollment Instructions

## Enrolling Your Student in Summer School

1. Log in to Family Access.
2. If you have more than one student who is or has attended Oak Park and River Forest High School, please choose the student you are enrolling in summer school here:



3. On the left side, you will see an “Arena Scheduling” button. Click on this button. You will see the following:



4. Click on “2022-23” (as shown above) to begin summer school enrollment. You will see a list of available classes as shown here:

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)    \* (Ind)icators: A - Alternate Class F - Class is Full P - Class has Pre-Requisite C - Class has Co-Requisite

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View/Print Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subje
Add	Yes	30	ACADEMICS SS	MTWR	4	S1	MELANIE TOUCHETTE		09- 12	ENGL
Add	Yes	15	ACADEMICS SS	MTWR	4	S1	CHRISTOPHER MEGLAN		09- 12	ENGL
Add	Yes	15	ACADEMICS SS	MTWR	4	S1	KEVIN CALLAGHAN		09- 12	ENGL
Add	Yes	20	ACADEMICS SS	MTWR	4	S1	WENDY KUENSTER		09- 12	ENGL
Add	Yes	25	ADV ALG 1 SS	MTWRF	0	S1	EMMANUEL PENA		09- 12	CREC
Add	Yes	20	ADV ALG 2 SS	MTWRF	2	S1	EMMANUEL PENA		09- 12	CREC

5. Click on the “Add” link under “Option” to enroll your student in the class.

6. You can filter by period, subject, and/or teacher at the top of your screen:

7. You can also search for a class by name by typing the first few letters of the class name in the box near the lower right corner of your screen:

Add	Yes	25	AMERICAN HISTORY I SS	MTWRF	0	S1	EMMANUEL PENA		08- 12	CRED
Add	Yes	25	AMERICAN HISTORY I SS	MTWRF	0	S1	JOSEPH RYAN		08- 12	CRED
Add	Yes	25	AMERICAN HISTORY 2 SS	MTWRF	0	S1	EMMANUEL PENA		08- 12	CRED

Navigation icons: << < > >>

Course Search

8. Once you have enrolled your student in a class, you will see this:

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View/Print Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subj
<a href="#">Remove</a>	Enr	29	ACADEMICS SS	MTWR	4	S1	MELANIE TOUCHETTE		09- 12	ENG

9. To un-enroll your student, click on the “Remove” link under “Options.”

10. Please note that you cannot enroll your student for two classes scheduled during the same period. If you add a second class which is scheduled during the same period, the first class will be removed.

**Paying for Summer School Classes**

1. Click on “Fee Management” on the left side. You will see the class(es) your student is enrolled in along with their associated fees, as shown here:

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View Fees](#) | [View Payments](#) [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2019	Wed Jan 30, 2019	ACADEMICS SS	100.00	0.00	100.00	100.00	ANNIE AABLE	

2. Click on the “Make a Payment” link (shown above) to pay for your student’s class(es). You will be taken to the Webstore to pay for your student’s class(es).

You’re done! If you have any questions or concerns, please contact Family Access at [FamilyAccess@oprfs.org](mailto:FamilyAccess@oprfs.org) or at (708) 434-3737, option 1.