

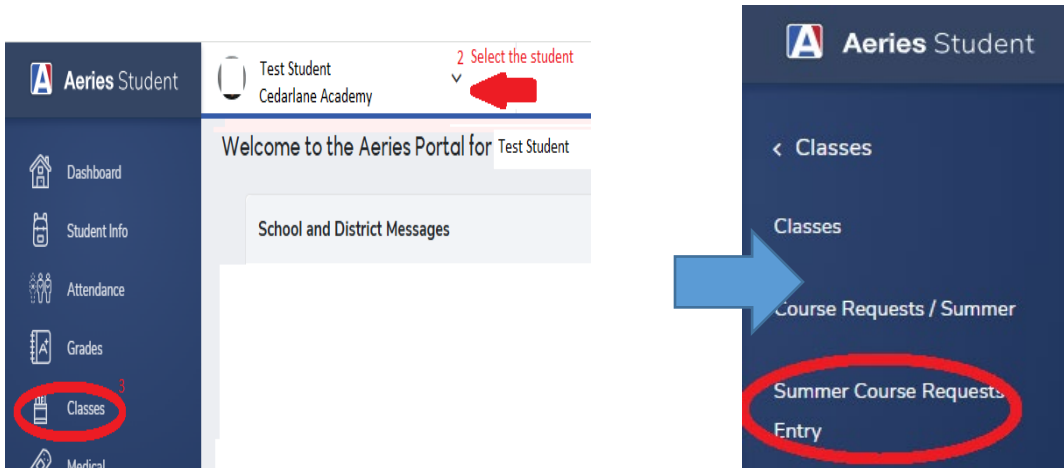
Steps for Parents/Guardians to Summit Summer School Course Requests

1. Log on Aeries parent portal.

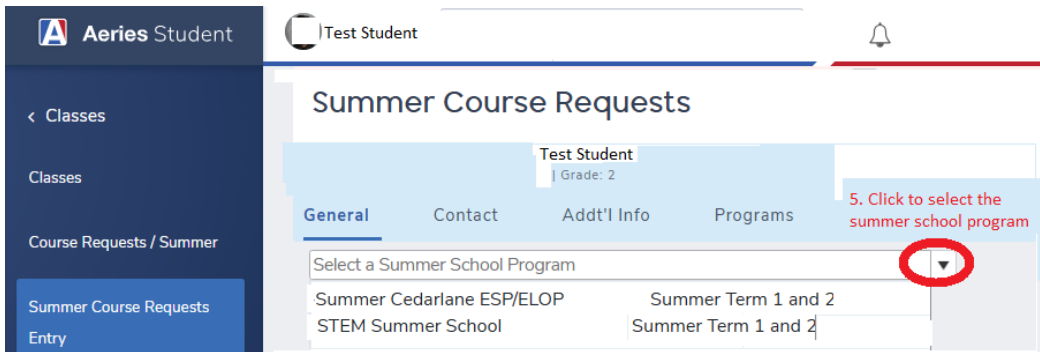
2. Select the student
 

3. Click **Classes**

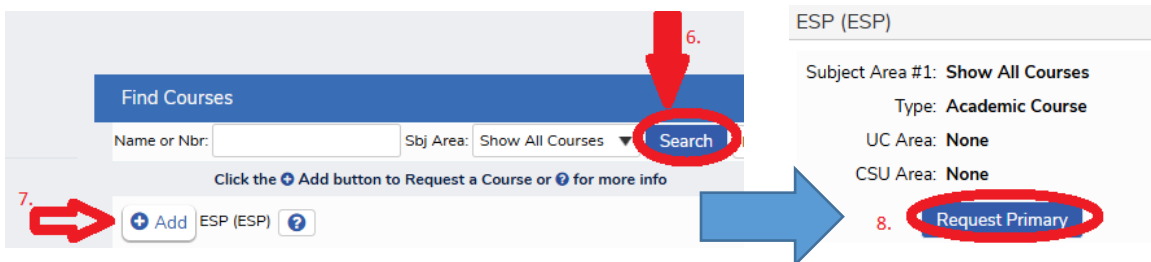
4. Click **Summer Course Request Entry**.



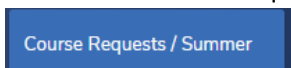
5. Click the drop-down menu to select the program.



6. Click the **Search** button.
7. Click the **Add** button next to the course.
8. Click the **Request Primary** button.



9. To view the course request, click **Course Requests/Summer** button to view the courses entered.



10. To enter course request for another student, repeat step 2-8 above.

11. To remove a course request, click the program, then click the trash can icon

