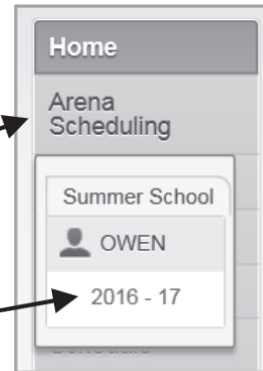


# Summer School Registration

## 1. Log in to Skyward Student Family Access



## 2. Under “Home”

- Select Arena Scheduling
- Select the school year link under your student’s name

A list of available courses for your student will display.

## 3. Schedule a Class

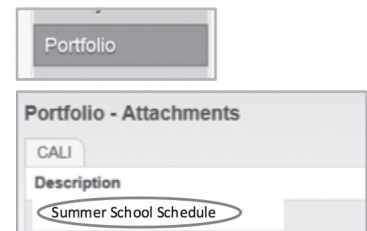
- Select a class that fits in your student’s schedule (“Yes” under Fit column).
- Select Add to the left of the class.
- Once selected, the course will display as “Enr” (Enrolled).
- If the class does not fit in your student’s schedule, then “No” will appear under the Fit column and the class cannot be scheduled.
- Classes can be removed by selecting the Remove link next to the class at any time.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
Add	Yes	20	Communication Tech	MTWRF	3	S2	Lyle Oachsscr		09-12	Tech Ed	COMTEC/02
Add	Yes	9	Intro to Engineering S2	MTWRF	3	S2	Kelley Vanderpoelscr	P C	11-12	Tech Ed	INENG2/2-1

**NOTE: Once class registrations are approved, your student’s schedule will be generated and available to view and print. Check back after you’ve completed the registration process.**

## 4. View and Print Schedule

- Select “Portfolio” on the left.
- Under your student’s folder, select the “Summer School Schedule” link to open the schedule.
- Schedule will open as a PDF document for viewing and printing.



## Contact Information:

If you do not have Skyward Student Family Access, have a non-resident student who attended Summer School last year, or have any additional questions, please contact:

**Kim Williams at 459-3662 or kwilliams@sasd.net - Stacy Hayon at 459-3773 or shayon@sasd.net**