

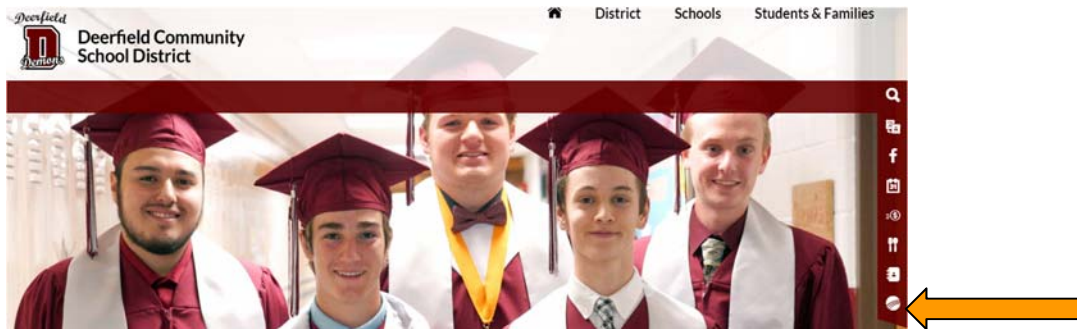
## Summer School Registration Instructions

You must register your child at the grade level that he/she is in THIS YEAR.  
Your child must be an enrolled student with this district to register online.

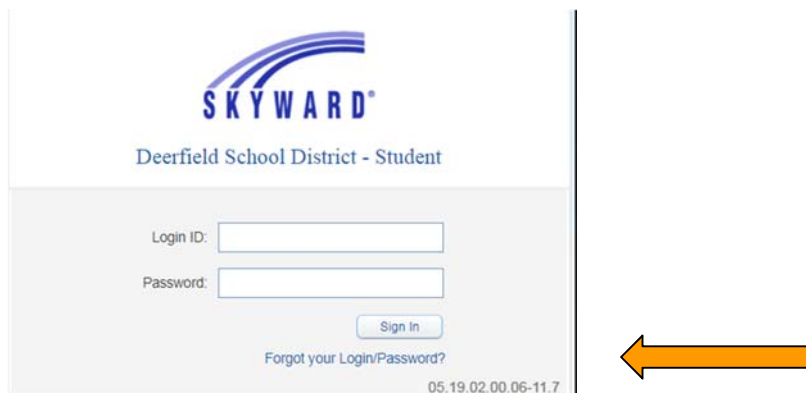
**Summer school arena scheduling opens today Friday, June 5th at 4:00 pm.** Please take the time to log into your Skyward Family account before then to confirm that you have access.

### Arena Scheduling:

From Deerfield School District website [deerfield.k12.wi.us](http://deerfield.k12.wi.us)



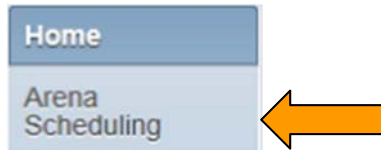
1. Click on the Skyward app in the lower right side of the page
2. This brings up the logon page:



3. If you have not set up an account, or if you've forgotten your login and/or password, click "Forgot your login/password." You will receive an email that will walk you through the process of setting up your account or setting a new login ID and/or password. If we do not have an email address for your family in our system, you will need to contact our office to add an email to Skyward.

4. Once you're in Skyward Family Access, make sure that all of your students are listed. Each student will need to be registered individually for summer school classes.

5. Today at 4:00 pm, you will see Arena Scheduling in the upper left corner of the screen. Click on Arena Scheduling:



6. Use the drop down arrow to select the period and click Apply Filter:



7. The list that appears contains the classes for that period. The classes listed will be for the school year your student just completed. To add a class to that period, click the add button to the left of the class which appears once scheduling opens.



Option	Fit	Seats Avail	Course	Days M
Add	Yes	22	Beading	MTWR
Add	Yes	16	Biking the Toan	MTWR
Add	Yes	26	Card Games Galo	MTWR
Add	Yes	24	Ceramic & Sculpt	MTWR
Add	Yes	24	Comm Sk Gr 6	MTWR

8. Repeat steps 6 and 7 until the 3 periods are filled for that session. Keep in mind that some classes are 2 or 3 periods long. You will be selecting fewer classes in that case. **DO NOT CLICK SUBMIT UNTIL YOU HAVE ALL CLASSES ARE SCHEDULED.**

9. When you are done scheduling classes, click Submit Classes link. If you are sure these are the classes you want, click Submit Schedule button. Another window will open for you to confirm you want to submit schedule. **Once submitted your status will change to Waiting and classes cannot be changed online.** The waiting status is just an indicator that your schedule has been submitted.

10. Please print the schedule for your student! To print the schedule with the times, click Schedule button on the left side of the screen. Scroll until you see summer school schedule and click print. Adobe Reader will open and you will have to click Print Schedule one more time.

If you have any questions, please contact Maggie Nelson [nelsonm@deerfield.k12.wi.us](mailto:nelsonm@deerfield.k12.wi.us) or Melinda Kamrath [kamrathk@deerfield.k12.wi.us](mailto:kamrathk@deerfield.k12.wi.us)