

PEWAUKEE SCHOOL DISTRICT

PSD Summer School Registration and Class Selection 2021

Enrolling in Summer School is a three-step process which includes online registration, class sign-up, and class fee payment. All three steps must be completed in order to be enrolled in summer school. Please see the information below for details.

Step #1 - Online Registration

Online Registration Information:

- Online Registration opens **Wednesday, February 17th at 8:00 AM.**
 - The link to the online registration form will be posted on the [Summer School Webpage](#) under the Step 1 Registration tab
- The online registration form needs to be completed prior to Friday March 5th in order to ensure processing prior to class selection. Online registrations will be accepted after this deadline, but this may affect your ability to select classes when the selection window opens.
- A parent or guardian needs to complete the online registration form. This needs to be completed **before** you can make class selections.
- Families must register each student using the online registration form in order to be able to select classes.
- Out-of-district and new-to-district families will receive a **Skyward login and password via email within 1 week of** completing the online registration form. This login information will be needed in order to select classes via Skyward.

Step #2 - Online Class Selection

Online Class Selection Information:

- Online class selection opens via **Skyward arena scheduling** on **Saturday, March 20th at 8:00 AM.**
- Online class selection will be on a first come/first serve basis.
- Online class selection will close on **Saturday, April 10th at 4:00 PM.**
- **Directions for scheduling classes via Skyward arena scheduling** can be found on the [Summer School Webpage](#) under the "Step 2 registration tab".
- Enrichment classes that do not meet minimum enrollment numbers will be cancelled, and you will be notified.
- Supervision will not be available for students with gaps in their schedules. Please plan accordingly.
- Schedules will be available on Skyward and mailed out to families after the close of class selection.

Step #3 - Class Fee Payment

Class Fee Payment Information:

- **Payments can be made starting Friday, May 14, 2021.** Online payment via Skyward fee management is preferred. Families can also mail payment to Horizon Elementary School , 458 Lake Street Pewaukee, WI 53072, Attn: Summer School Secretary (Be sure to include the student's name(s) on the check) or pay in person during summer school office hours.
- **All payments are due by Friday, June 4.**
- Fee balances can be found by accessing the "fee management" tab in [Skyward Family Access](#).
- Keep in mind that many of our classes do not have fees associated with them. Please refer to the [Summer School 2021 Course Booklet](#).
- 2021 Course Booklet for fee information.
- **After Friday, June 7, all students who have outstanding fees will be dropped from the class(es) that have fees and enrolled in a no-fee class.**

Use the [Summer School 2021 Course Booklet](#), located on the Summer School Web Page, to see classes and descriptions. All classes have enrollment minimums and maximums. Classes will be cancelled if the minimum is not reached (families will be notified through email) and alternate classes can be scheduled. All classes are closed when full.