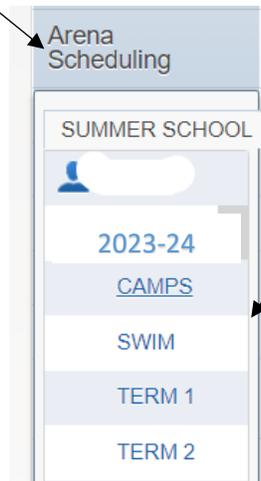


# Online Summer School Course Selection Directions for Skyward

Opens: March 17 at 6 p.m. Closes: April 3 at 9 p.m.

1. Login to Skyward Family Access at [www.lakemills.k12.wi.us](http://www.lakemills.k12.wi.us)
  - Families – Skyward Family Access
2. Select Arena Scheduling from the left-hand menu.
3. Select the student you would like to schedule classes for by clicking on Term 1, Term 2, SWIM or CAMPS under the student's name.
  - TERM 1 = Session 1, TERM 2 =Session 2, SWIM = Swim lessons, CAMP= Variety of camp offerings



You will see a list of all of the class options available based on the selected child's **current** grade level.  
**Schedule your child based on their current grade level.**

4. Select the "period" drop down to sort classes by class periods and then Apply Filter. **Double Period & Both Session Classes:** Skyward will automatically schedule these classes (both terms OR double periods) if you select one of these classes. **"Both Session" classes will only appear in Term 1 for scheduling.**
5. Select *Add* to add a class – If you change your mind once you have added a class you can select *Remove* if you would like to remove the class from your schedule.

Option	Fit	Seats Avail	Course	Prd	Grades	Subject	*Ind	Days Meet	Trm	Class
Add	No	24	ADV GYMNASTICS 4-8 SESSION 1	3	04- 08	\$5		MTWRF	T1	A481/01
	"	"	"	4	"	"		MTWRF	"	"
Add	No	25	ALGEBRA GEOMETRY 8-9	3	08- 09	\$0		MTWRF	BT	A89B/01
Add	No	26	BABYSITTING 5-8	1	05- 08	\$15		MTWRF	BT	BB58P1/01
Add	No	27	BABYSITTING 5-8	2	05- 08	\$15		MTWRF	BT	BB58P2/01
Add	No	20	BAKING 101 8-8	3	06- 08	\$5		MTWRF	T1	B681/01
Remove	Enr	24	"	4	07- 08	\$0		MTWRF	T1	B781/01
Add	No	25	"	2	06- 08	\$0		MTWRF	T1	B681P1/01
Add	No	25	"	3	04- 08	\$20		MTWRF	T1	"
	"	"	"	4	"	"		MTWRF	"	"

6. Continue this process until you have selected courses for all four periods. Periods 5-6-7-8-9-10 are all swim periods.
7. If you would like a quick view of what you have scheduled *select view/print schedule*.
8. Once you have registered for all of session 1 classes, select Arena Scheduling again and select Term 2 to select classes for session 2. Repeat process for swim and camps.
9. Your registration process is COMPLETE! Simply logout and you can revisit/revise your child's schedule until April 6. There is not a save or a submit button, the schedule is automatically saved.

***Don't forget to sign up for swim lessons, they fill up quickly! Remember, ONE session time per child.***

Schedules will be open until April 3, which means you will have the ability to change classes until that date. If a class is full, keep checking back, it might open up if another student changes their mind and drops a class. On April 3, we will turn off Arena Scheduling and schedules will be locked.

**DROPPED CLASSES:** In the event a class is dropped due to low enrollment, the parent/guardian will be contacted and asked to select a different class.

**FEES:** You will receive your student's summer school fee statements by email in addition to a paper copy, which you will receive the week of April 28. **Cash or check payments must include the fee statement, which ensures timely payment!** All summer school fees are **due by May 10**, and for your convenience can be turned in at any office in the district or mailed to LMASD District Office, 120 E. Lake Park Place, Lake Mills, WI, 53551. There is also a 24-hours drop-box at the District Office.

**\*\*\*FEE STATEMENTS MUST BE INCLUDED WITH PAYMENT\*\*\***

#### **QUESTIONS:**

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