

Summer school information and the ability to register is located in Infinite Campus in the Parent or Student Portal. ***SEE Q&A AT THE BOTTOM OF THIS DOC***

Summer School will be at **New Berlin West** for students currently enrolled grades 6-12 and **Ronald Reagan** for students currently enrolled in grades K-5.

The preview of courses for **elementary** will open on Friday, February 5 no later than 4:00pm.

Registration for elementary summer school will open as follows:

- grade: incoming kindergarten, K & 1 - Monday February 8 by 4:00pm
- grades: 2 & 3 - Tuesday February 9 by 4:00pm
- grades: 4 & 5 Wednesday February 10 by 4:00pm

All registration is based on a first come, first serve basis. There will be waitlists for courses that are filled.

The preview of courses for **secondary** will open on Friday, February 5 no later than 4:00pm.

Registration for secondary (6-8) summer school will open by 4:00pm by Monday, February 15.

All registration is based on a first come, first serve basis. There will be waitlists for courses that are filled.

For high school students who are taking a course for credit recovery or retaking a course, as a reminder, they need to fill out the [SDNB form](#) in addition to registering.

Elementary Summer School Notes

- Students need to be registered based on their **CURRENT grade level**. For example: A current first grader will need to register for a class that is open to first graders (K-1).

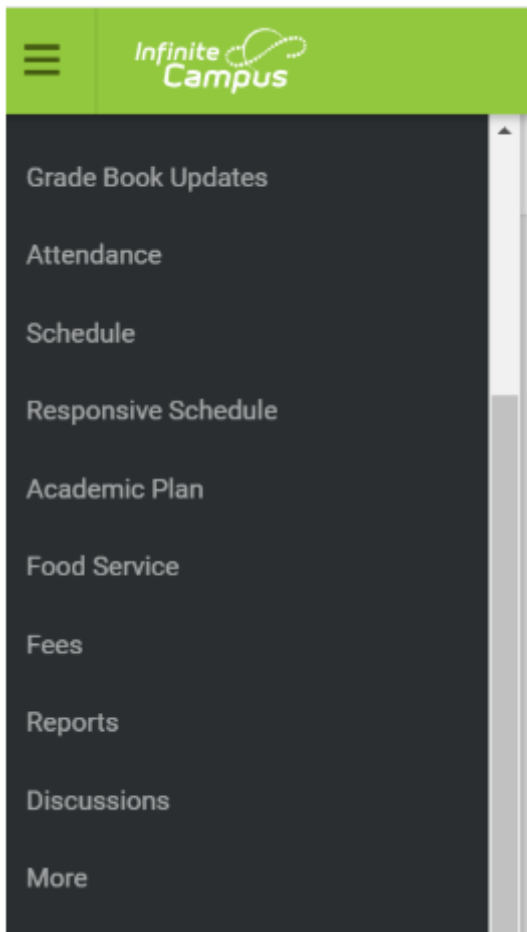
- Class dates will be Mon-Thurs from June 21 - July 22. There are no classes meeting on July 5th (same dates for secondary).
- K-5 Summer school will be from 8:30am-11:30am.
- The YMCA will be offering afternoon wrap care and Friday full-day care for students.
- We will be bussing students to Ronald Reagan from Elmwood, Poplar Creek, and Orchard Lane. Depending on enrollment numbers, we may decide to set up a shuttle from Eisenhower for Ronald Reagan students as well. This will cut down on the amount of car traffic.

Directions to view the preview (February 5):

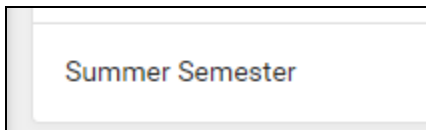
<https://summer.nbexcellence.org>

Directions to register for summer school courses:

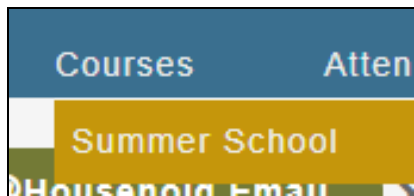
1. Log in to the Parent or Student Portal.
2. Parent Portal can be found here: <https://www.nbexcellence.org/parents/infinite-campus-families.cfm>
3. Scroll down to “More”



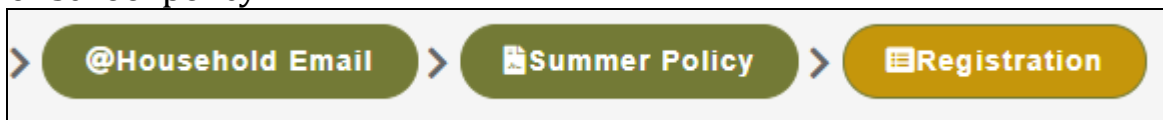
4. Select “Summer Semester” from the right side screen



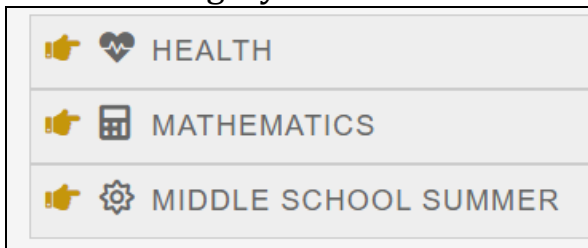
5. Go to “Courses” → Summer School



6. You may need to step through the directions regarding household email and summer school policy.



7. Filter by high school department or level of interest (elementary/middle) by clicking on the main category name



8. Click on a course number or name to get a course description

9. Check the box next to the desired course and time to add the session. If you selected the wrong section or time, you can remove it by selecting “remove”

a. **There is no need to hit a submit/finalize button.**

b. Click the “Print Schedule” print to print a copy of your schedule (the email option has been inconsistent but should work when used)

TO VIEW/VERIFY YOUR SCHEDULE:

1. On the left side choose SCHEDULE
2. If your student has a current enrollment in our district - click the enrollment drop down and choose SS 20-21 Summer Semester

3. The schedule will show up on the screen

Q&A

Q: I'm trying to choose a course and I don't have a checkbox?

A: You've already selected a course in that time slot. For example - I picked a course that meets in period 1 from 8:30-9:25. Any other courses that meet during period 1 will not have the checkbox.

Q: I'm trying to pick a course using the checkbox and nothing is happening?

A: Check your waitlist courses. A waitlist course will block off the time but not remove the checkbox for courses that meet during the same time. Remove the waitlist to select the new course.

Q: There isn't a submit button, how do I know if I'm registered for a class?

A: 1) if you see the class listed on the summer link at the top, in red - you are registered
2) if you print the schedule and see the class listed - you are registered
3) if you go to the schedule tab in the parent portal and see the class - you are registered

Q: I don't have the 'Summer' option under More.

A: Summer registration is only available for the primary household. This is the scenario for students that live in more than one household.

Q: I'm getting a timeout error when I try to log in to my parent portal?

A: Keep trying - you will connect.

Q: We are a new family with children enrolled in the fall. Can we register for summer school?

A: If you are a new incoming secondary student (grades 7-12) who is enrolled at an SDNB school for the 2021-2022 school and already have a parent portal you will be able to register for summer courses when the window opens. If you do not have a parent portal please call your school of enrollment to receive that information. BRAND NEW elementary families - please email our summersemester@nbexcellence.org account and request an enrollment and parent portal.