

# Summer Academy 2019 Update

## Summer Academy 2019 dates:

Session 1: July 15, 2019 – July 26, 2019

Session 2: July 29, 2019 – August 9, 2019

## Website:

Go to the district website [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose **Schools – Summer Academy 2019**

## **Online Process for registering for Summer Academy and selecting classes**

- For your convenience, registration and class selection for the Summer Academy is online (no paper). Parents/Guardians will complete the process using their secure online Family Access account.
- For parents who would like assistance with this process, there will be directions and instructional videos on our district website and we will have assistance available at our schools during the spring parent teacher conferences.
- Following is a timeline for this process:
  - Feb 8-28: Online Enrollment for those not currently attending a RLASD school (details below)
  - Feb 8-28: Parents/Guardians test out their Family Access accounts in preparation for online registration and class selection
  - March 1: Online registration and class selection for Summer Academy opens
  - March 5: Middle School P.T. Conferences – Assistance and computer access is available for parents who want help with the registration and class selection process
  - March 12,14: Elementary School P.T. Conferences – Assistance and computer access is available for parents who want help with the registration and class selection process
  - May 2: Family Literacy Night – Assistance and computer access is available for parents who want help with the registration and class selection process
  - May 3: Registration for Summer Academy closes
  - Early July: Parents receive emails with reminders and information about summer school
  - July 15: Summer Academy session 1 begins
  - July 29: Summer Academy session 2 begins
  - Aug 9: Last day of summer school

## **Students not currently enrolled/attending a school in the Rice Lake Area School District**

- If the student is not currently enrolled/attending a school in the district, parents will need to fill out an online enrollment form specifically for Summer Academy. Soon after submitting the enrollment form, the parent/guardian will receive an email with a username and password for their online Family Access account – They will need to use this account to complete the “registration” and “class schedule” steps mentioned below.
- To access the online enrollment form, go to the district website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose [Schools – Summer Academy 2019](#). Then choose the link called “[Enroll in the District](#)”

## **Family Access accounts**

- As mentioned above, parents/guardians will register and select classes for their summer school children online this year using their Family Access account starting March 1<sup>st</sup>. In preparation for this process, you will want to make sure that you can successfully login to your account.
  - To access the login page, go to the district website [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose “[Skyward Family Access](#)”, then “[Family Access Login](#)”
  - Login with your Family Access username and password. If you do not remember your username or password, click on the link “Forgot your Login/Password?” and follow the instructions. If you need additional assistance, feel free to contact the office at any school.

### **Summer Academy Booklet**

- To access the Summer Academy booklet, go to the district website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and [Schools – Summer Academy 2019](#). Then choose the link called “[Summer Academy Booklet](#)”. You will want to look over the course descriptions and other summer academy information prior to registering and selecting courses online.
- The booklet will include detailed instructions for registering and selecting classes using your Family Access account.

### **Busing**

- For parents who wish to have busing service, you will have the opportunity to request this service as part of the online registration process
- Note: Please fill out the transportation form during online registration even if are you transporting your own child to and from school.

**Contact us:** Please contact us with any questions you may have at [summerschool@ricelake.k12.wi.us](mailto:summerschool@ricelake.k12.wi.us)