

## Summer School General Information and Arena Scheduling Guide

You must have a current enrollment record in the summer school database to schedule classes. If not a current WUSD student, contact Jaime Gwidt at (920)262-1485.

Summer School arena scheduling opens Thursday, April 6 at 4:00 p.m. If you need assistance Schurz Elementary will be open between the hours of 4:00 and 6:30 p.m. to schedule classes.

Parents with children in grades KG through 5 should use their Skyward login and password. If you do not have a login and password please email [zastrows@watertown.k12.wi.us](mailto:zastrows@watertown.k12.wi.us) to obtain this information. Your child must have a current enrollment record in the summer school database for a login and password to be generated and work.

Students in grades 6 through 12 may use their own login and password to schedule classes; however, we ask that a parent review their selections as some classes have fees attached.

Arena scheduling will be open until May 10 for grades KG through 4, but classes fill quickly so please plan accordingly.

Grades 5-12 may schedule classes up to noon on June 9.

**Payment**—There is no registration fee this year however **individual course fees** are due no later than 2 weeks after class is scheduled or your student(s) will be dropped from classes with fees. Course fees are listed in the course booklet found on the Summer School web site along with a complete description of each course.

**Bus Information**—If your student needs to ride the bus, either Rural or Shuttle, contact [gwidtj@watertown.k12.wi.us](mailto:gwidtj@watertown.k12.wi.us) (enter Bus Information in subject line). Deadline for registering for bus service is Friday, May 12, 2017. Shuttle bus sites: Douglas, Lincoln, Riverside, Schurz, Webster (please inform Jaime Gwidt of your choice).

### Arena Scheduling

1. From the Watertown Unified School District home page, [www.watertown.k12.wi.us](http://www.watertown.k12.wi.us), select the Skyward Family Access link found in lower right corner.
2. Login to Family/Student Access.

### Quick Links

- [Skyward Family Access](#)

SKYWARD  
Watertown Unified School District

Login ID:

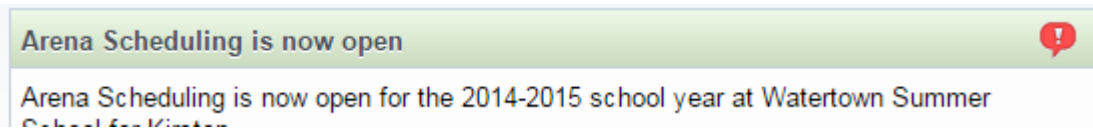
Password:

[Forgot your Login/Password?](#)

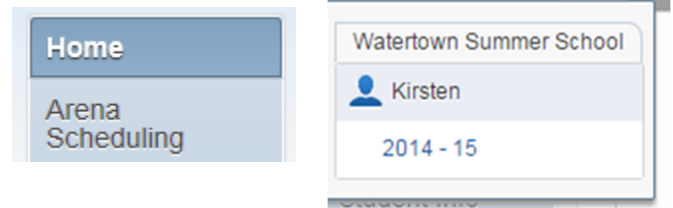
05.14.02.00.05-10.2

Login Area:

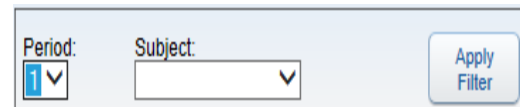
- If you have more than one student select individual student using drop down arrow. Family Access  
All Students ▾
- When Arena Scheduling is open a message will appear in the center of the screen.



Click Arena Scheduling on left once you have selected student. Click **2016-17** link to begin.



- Use drop down arrow to select period and click Apply Filter button.



- List that appears contains classes offered period selected in step 5 above. To schedule a class, click the add button (button will appear once online scheduling opens).

**Arena Scheduling**

Period: 1 ▾ Subject: ▾ Apply Filter Reset Filter

Kirsten (Watertown Summer School) Selected Classes | Submit

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

- Repeat steps 5 and 6 for each period you wish to schedule a class. To change a class click the Remove button.

8. 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.** You will need to contact Jaime Gwidt to make changes after this point. Jaime may be reached at 262-1485 or [gwidtj@watertown.k12.wi.us](mailto:gwidtj@watertown.k12.wi.us)

Selected Classes	
Arena Scheduling - Selected Classes for K	
Student Status: Open	
School Year: 2015	
Graduation Year: 2021	
Credits: 0.000	
<a href="#">Print Schedule</a>	
Period	Term 1
Period 0	
Period 1	Beading (SM04/01) MTWR Bldg: 800 Rm: S147
Period 2	Biking the Town (SM51/01) MTWR Bldg: 800 Rm: S136
Period 3	Curious Cooks (SM37/03) MTWR Bldg: 800 Rm: W107B
Period 4	
Period 5	
Period 6	

Student Status: **Waiting**  
 School Year: **2015**  
 Graduation Year: **2021**  
 Credits: **0.000**

9. To print the schedule with times included click Schedule button on left side of screen. Scroll until you see the summer school schedule. Click print. Adobe Reader will open and you will have to click Print Schedule one more time.

Kirsten (Watertown Summer School) Dis	
2014 - 2015 <a href="#">Print Schedule</a>	Term 1 (06/18/15 - 07/16/15)
Period 1 (8:00 AM - 8:50 AM)	Beading Caitlin McPherson MTWR Room S147
Period 2 (8:55 AM - 9:45 AM)	Biking the Town Denise Benson MTWR Room S136
Period 3 (10:00 AM - 10:50 AM)	Curious Cooks Cynthia Weisbecker MTWR Room W107B

Final check list:

- Individual class fees paid
- Bus registration completed
- Medical information turned in
- Liability Waiver signed and turned in
- Lunch form signed and turned in
- Juice form signed and turned in

[Print Schedule](#) | [Close Window](#)

Term 1 (06/18/15 - 07/16/15)	
Period 1 (8:00 AM - 8:50 AM)	Beading Caitlin McPherson MTWR Room S147
Period 2 (8:55 AM - 9:45 AM)	Biking the Town Denise Benson MTWR Room S136
Period 3 (10:00 AM - 10:50 AM)	Curious Cooks Cynthia Weisbecker MTWR Room W107B