

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 Caudle at (920)262-1485.

Summer School arena scheduling opens Thursday, April 5th 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 assist in scheduling classes.

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

Students in grades 6 through 12 may use their own log-in 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 3rd for grades KG through 8, but classes fill quickly so please plan accordingly.

Grades 9-12 may schedule classes up to noon on June 8.

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

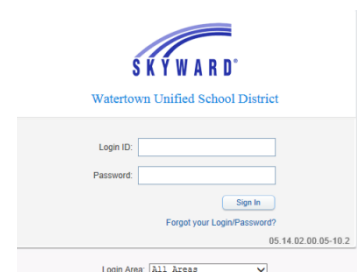
Bus Information—If your student needs to ride the bus, either rural or shuttle, please contact vepserj@watertown.k12.wi.us (enter "Bus Information" in subject line). Deadline for registering for bus service is Friday, May 11th, 2018. Shuttle bus sites: Douglas, Lincoln, Riverside, Schurz, Webster (please inform Jean Vesper of your choice).

Arena Scheduling

1. From the Watertown Unified School District home page, www.watertown.k12.wi.us, select the Skyward Family Access link found in lower right corner.
2. Log-in to Family/Student Access.

Quick Links

- [Skyward Family Access](#)



SKYWARD[®]
Watertown Unified School District

Login ID:

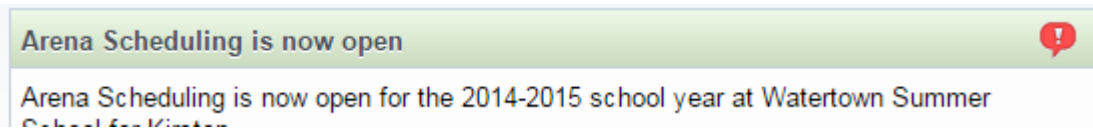
Password:

[Forgot your Login/Password?](#)

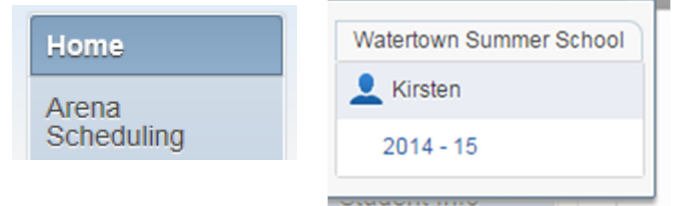
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Login Area:

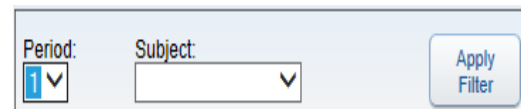
- If you have more than one student select individual student using drop down arrow. Family Access
All Students ▾
- When Arena Scheduling is open a message will appear in the center of the screen.



Click Arena Scheduling on left once you have selected student. Click **2017-18** 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 Caudle to make changes after this point. Jaime may be reached at 262-1485 or caudlej@watertown.k12.wi.us.

Selected Classes	
Arena Scheduling - Selected Classes for Ki	
Student Status: Open School Year: 2015 Graduation Year: 2021 Credits: 0.000	
Print Schedule	
	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 Print Schedule	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

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

Term 1 (06/18/15 - 07/16/15)	
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Period 2 (8:55 AM - 9:45 AM)	Biking the Town Denise Benson MTWR Room S136
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