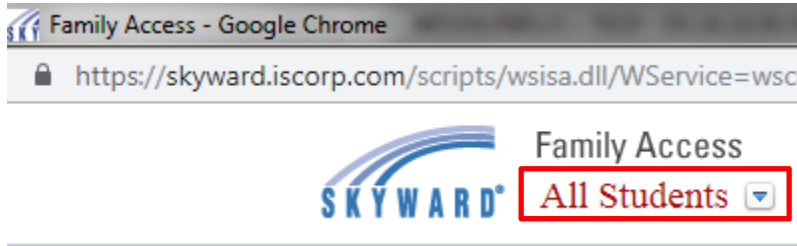


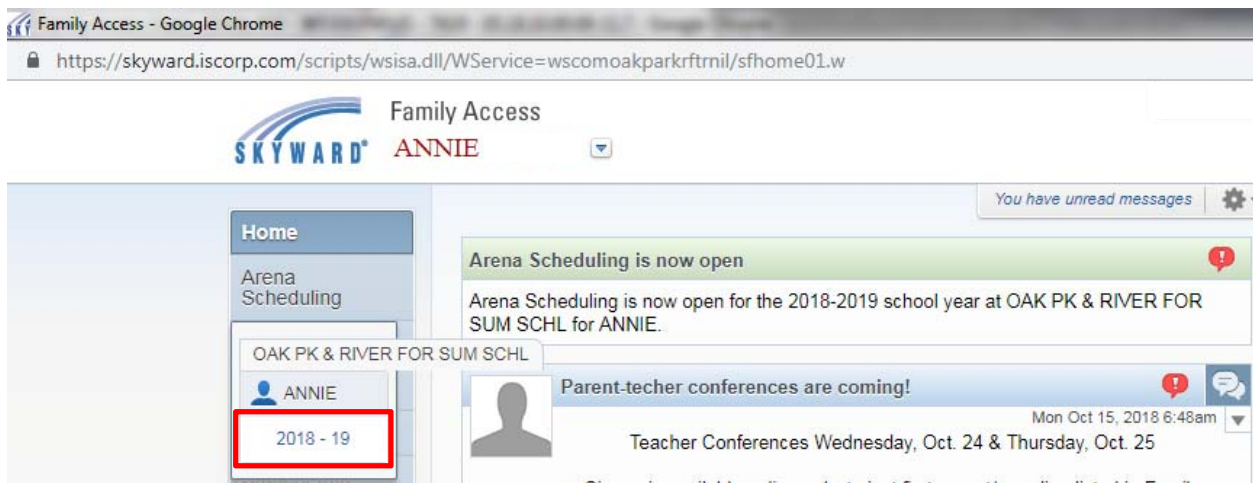
Summer School Enrollment Instructions

Enrolling Your Student in Summer School

1. Log in to Family Access.
2. If you have more than one student who is or has attended Oak Park and River Forest High School, please choose the student you are enrolling in summer school here:



3. On the left side, you will see an “Arena Scheduling” button. Click on this button. You will see the following:



4. Click on “2018-2019” (as shown above) to begin summer school enrollment. You will see a list of available classes as shown here:

Arena Scheduling

Period: Subject: Teacher: (Last Name)

* (Ind)icators:
 A - Alternate Class F - Class is Full
 P - Class has Pre-Requisite C - Class has Co-Requisite

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View/Print Schedule](#)

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | Teacher | *Ind | Grades | Subje |
|--------|-----|-------------|--------------|-----------|-----|-----|--------------------|------|--------|-------|
| Add | Yes | 30 | ACADEMICS SS | MTWR | 4 | S1 | MELANIE TOUCHETTE | | 09- 12 | ENGL |
| Add | Yes | 15 | ACADEMICS SS | MTWR | 4 | S1 | CHRISTOPHER MEGLAN | | 09- 12 | ENGL |
| Add | Yes | 15 | ACADEMICS SS | MTWR | 4 | S1 | KEVIN CALLAGHAN | | 09- 12 | ENGL |
| Add | Yes | 20 | ACADEMICS SS | MTWR | 4 | S1 | WENDY KUENSTER | | 09- 12 | ENGL |
| Add | Yes | 25 | ADV ALG 1 SS | MTWRF | 0 | S1 | EMMANUEL PENA | | 09- 12 | CREC |
| Add | Yes | 20 | ADV ALG 2 SS | MTWRF | 2 | S1 | EMMANUEL PENA | | 09- 12 | CREC |

5. Click on the “Add” link under “Option” to enroll your student in the class.
6. You can filter by period, subject, and/or teacher at the top of your screen:

Arena Scheduling

Period: Subject: Teacher: (Last Name)

7. You can also search for a class by name by typing the first few letters of the class name in the box near the lower right corner of your screen:

| | | | | | | | | | | |
|-----|-----|----|-----------------------|-------|---|----|---------------|--|--------|------|
| Add | Yes | 25 | AMERICAN HISTORY I SS | MTWRF | 0 | S1 | EMMANUEL PENA | | 08- 12 | CRED |
| Add | Yes | 25 | AMERICAN HISTORY I SS | MTWRF | 0 | S1 | JOSEPH RYAN | | 08- 12 | CRED |
| Add | Yes | 25 | AMERICAN HISTORY 2 SS | MTWRF | 0 | S1 | EMMANUEL PENA | | 08- 12 | CRED |

Course Search

8. Once you have enrolled your student in a class, you will see this:

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View/Print Schedule](#)

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | Teacher | *Ind | Grades | Subj |
|------------------------|-----|-------------|--------------|-----------|-----|-----|-------------------|------|--------|------|
| Remove | Enr | 29 | ACADEMICS SS | MTWR | 4 | S1 | MELANIE TOUCHETTE | | 09- 12 | ENG |

9. To un-enroll your student, click on the “Remove” link under “Options.”
10. Please note that you cannot enroll your student for two classes scheduled during the same period. If you add a second class which is scheduled during the same period, the first class will be removed.

Paying For Summer School Classes

1. Click on “Fee Management” on the left side. You will see the class(es) your student is enrolled in along with their associated fees, as shown here:

ANNIE (OAK PK & RIVER FOR SUM SCHL) [View Fees](#) | [View Payments](#) [Make a Payment](#)

| School Year | Due Date | Fee Description | Amount Charged | Amount Paid | Amount Due | Remaining Due | Payor Name | Pay Plan ID |
|-------------|------------------|-----------------|----------------|-------------|------------|---------------|-------------|-------------|
| 2019 | Wed Jan 30, 2019 | ACADEMICS SS | 100.00 | 0.00 | 100.00 | 100.00 | ANNIE AABLE | |

2. Click on the “Make a Payment” link (shown above) to pay for your student’s class(es). You will be taken to the Webstore to pay for your student’s class(es).

You’re done! If you have any questions or concerns, please contact Family Access at FamilyAccess@oprfs.org or at (708) 434-3737, option 1.