Elmbrook Summer School 2018-19
DIRECTIONS FOR ONLINE REGISTRATION
Registration opens March 5 at 8:00am
Registration closes March 22 at 4:00pm
For Infinite Campus support please call 262-781-3030, ext 1500

To register for Summer School classes:

1. Log in to Infinite Campus Student/Parent Portal. This must be done on the webpage, not on the Phone App.   https://elmbrookwi.infinitecampus.org/campus/portal/elmbrook.jsp

   Your username is your email address on file with the school.
   If you are new to Elmbrook or don't remember your password,
   click Forgot your Password, and then click the link that was sent to your email.

2. The following screen appears with student name at the top of the menu.
   - Note: If you are using a parent login, you will need to choose the student in the "Select a Student" dropdown menu at the top of the screen before seeing the Registration link.
   - Select the Summer School option in the school dropdown.
   - Click the **Course Registration** link to display the registration options.

3. Click on **Course Search** to receive the following screen:

4. Enter the **name** of the course and click Go. The course will appear on the right under "**Select a course to view**." When entering the name of the course, you can enter a portion of the name.

5. **Click on the course name** on the right. If this is the correct course, click on "**Request this Course" or "Request as an Alternate**." You may need to scroll down to see these buttons if the course description is long. The course name will now appear on the left under **"Requested Courses"** or **"Alternate Courses"**. **We recommend that a student choose two Alternate Courses in the event a Requested Course is not available**.
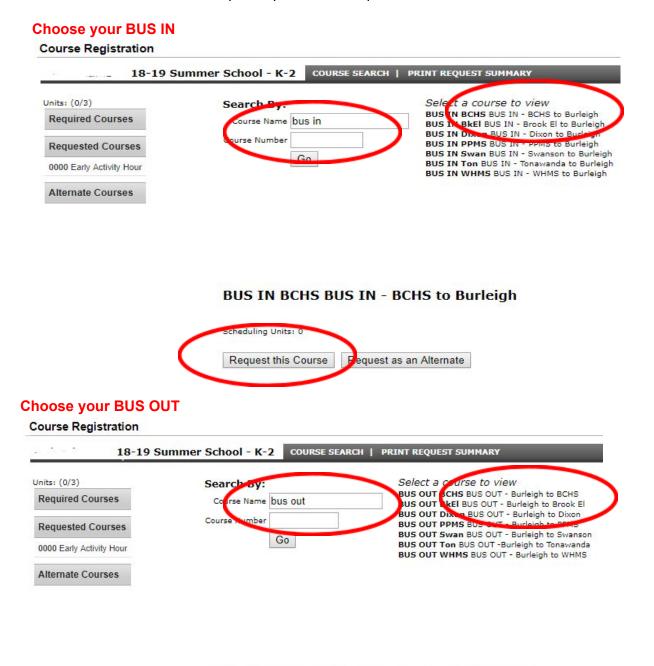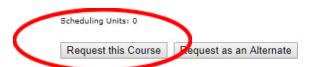

6. **If you selected a course in error,** click on the course name under Requested or Alternate Courses. Click on the "**Drop This Request"** button.

7. **Transportation**: Options for Bus In (transport to summer school) and Bus Out (transport to requested school bus stop). Next to each Bus In and Bus Out is a school bus stop location. Choose the bus location you want your child picked up from and dropped back off at the end of the day. ONLY students with a full schedule can use the transportation option. Please select a Bus In and Bus Out if round trip transportation is requested.

Choose your BUS IN

Course Registration

18-19 Summer School - K-2   COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

0000 Early Activity Hour

Alternate Courses

Search By:
Course Name bus in
Course Number
Go

Select a course to view
BUS IN BCHS BUS IN - BCHS to Burleigh
BUS IN BkEl BUS IN - Brook El to Burleigh
BUS IN Dixon BUS IN - Dixon to Burleigh
BUS IN PPMS BUS IN - PPMS to Burleigh
BUS IN Swan BUS IN - Swanson to Burleigh
BUS IN Ton BUS IN - Tonawanda to Burleigh
BUS IN WHMS BUS IN - WHMS to Burleigh

BUS IN BCHS BUS IN - BCHS to Burleigh

Scheduling Units: 0

Request this Course   Request as an Alternate

Choose your BUS OUT

Course Registration

18-19 Summer School - K-2   COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/3)

Required Courses

Requested Courses

0000 Early Activity Hour

Alternate Courses

Search By:
Course Name bus out
Course Number
Go

Select a course to view
BUS OUT BCHS BUS OUT - Burleigh to BCHS
BUS OUT BkEl BUS OUT - Burleigh to Brook El
BUS OUT Dixon BUS OUT - Burleigh to Dixon
BUS OUT PPMS BUS OUT - Burleigh to PPMS
BUS OUT Swan BUS OUT - Burleigh to Swanson
BUS OUT Ton BUS OUT -Burleigh to Tonawanda
BUS OUT WHMS BUS OUT - Burleigh to WHMS

BUS OUT WHMS BUS OUT - Burleigh to WHMS

Scheduling Units: 0

Request this Course   Request as an Alternate

8. Continue requesting courses by clicking on **Course Search.** When you have completed registering, check your Requests/Alternates to ensure all courses are listed. Click the **Print Summary Request** to print a copy for your records. **You do not need to save what you have entered**. The online course registration process is now completed. **If you would like to register another child for summer school courses, please return to step 2 and repeat this process.**