

Hello Private and Parochial School Families,

Thank you for your interest in Elmbrook Schools Summer School Program! In order to participate in course selection you will need to complete online enrollment by <u>March 6</u>. This is required for all new and returning students.

New Summer School Students

- When completing the online enrollment you will need to upload your child's birth certificate and proof of residency documents.
- After the district verifies your documents and processes your child's enrollment, you will receive a confirmation email. Then you will be able to complete course selection March 14 - March 21.

Returning Summer School Students

- Your submission of the online enrollment ensures that we have the most up-to-date information on file for your child (emergency contacts, medical updates, parent/guardian contact information, etc.).
- You are **NOT** required to provide any verification documents.
- After the district processes your child's enrollment, you will be able to complete course selection March 14 March 21.

Online Enrollment Instructions

To complete your Online Enrollment form, please visit our district's website.

STEP 1: Confirm you wish to "Start a New Enrollment"

STEP 2: Complete all the information in the table

- For Summer School enrollment, choose 22-23 for Registration Year
- Click "Begin Enrollment" to continue
- You will receive an email message shortly containing a link to the enrollment form, should you need to exit the application and return later

STEP 3: Confirm your authentication by entering your first and last name. Click "Submit" to continue.

STEP 4: Enter and Verify Information

- For each of the six TABS (e.g. Household) follow the onscreen prompts
- Move to the next page by clicking Next
- A red * indicates a required field
- Yellow highlights indicate missing information
- When all pages are complete, move to the next tab by clicking Save/ Continue
- In the Student tab section select Summer School K-8 or Summer School High School based on your child's grade level during the 22-23 school year.

[Start New Enr	ollment	Return to Saved Enrollment
Please complete the info		w to beg	gin the enrollmen 2
Parent/Guardian First N	ame		
Parent/Guardian Last Na	ame		*
Date of Birth (MM/DD/Y	YYY)		*
Registration Year		17-1	8 🔻 *
Email Address			
Previously Attended this	District		
Previously Attended this			in the image below

Welcome New Family! Please type in your first and last name in the box bel By typing your name into the box below, you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

*Enter your h addresses in o Apartment #)	ur databa	ss below. This	s address deter	mines which scho	ool(s) your chi	ild(ren) will att	tend. As you	enter your address, a l	ist of g.	
				ss appears, select	t it, verify the	information, a				
									-	
Number		Prefix	Street			Tag	Direction	Apartment		
		•				•	*			
City			State	Zip -	Ext.	County				
Clear Addres	s Fields									
Click on you	ur address	if it appears	in box							
		Your addres	ss as entered ab	tove						
		Your addres	is as entered ab	bove						
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Tế vaya addea	t dans not					for some shild s	sebaal			
If your addres	s does not			bove ink to our boundar	ry map to veri	fy your child's	school.			
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Submit

STEP 5: Review and Submit. When you reach the 6th (Completed) tab, be sure to review and submit your online enrollment. You will have an opportunity to print your registration, and you will also receive a confirmation email.