



# 2017 Summer School Program

## Important Information for Online Registration

The Milton Summer School Program encourages students who currently attend Milton schools to register online in Skyward Family Access. Families are also encouraged to review the registration handbook to familiarize themselves with the available courses. Registration handbooks are distributed to the youngest in each family and posted on the district's webpage. Some students are recommended for remedial classes, and those recommendations have been distributed to families so you may consider the recommended courses when selecting summer school options for your student. **Courses are filled on a first come, first served basis, so it is important for families to take note of the information below in order to be prepared to register your student(s).** Please see the attached directions for how to register your student in Skyward Family Access. Please note that the Skyward app on smart devices may not work for registration.

### Timeline:

- Handbooks are distributed February 22-23 and posted on the district's webpage February 24.
- Online registration, in Skyward Family Access, opens at 6:00 a.m. on March 1 and closes at midnight on March 15.

### Fees:

- Some courses require course fees for materials. Fees are due at the time of registration and are payable online, in person at the Summer School Office at the Milton High School office, or by mailing a check to the Summer School Office.
- Families who pay online may pay for all course fees for your students in one transaction (a convenience fee is charged by RevTrak).
- You must go to Fee Management to view and pay applicable fees once you have selected courses for your child.

### Paper Registration:

- You may still register your student by filling out the green registration form enclosed in the handbook. This form is also available on the district's webpage.
- Paper registration forms will be processed March 1-15 on a first come, first served basis.
- You may mail in the paper form or drop them off at the Summer School Office.

### Support Available:

- If you'd like to register your student online, but need assistance, please note that you may come to the Summer School Office at Milton High School (114 West High Street) from 8:00 a.m. - 3:00 p.m. on March 1.
- If you don't know your Skyward Family Access passwords, please contact our School District of Milton Tech Department at 608-868-9570 for assistance.